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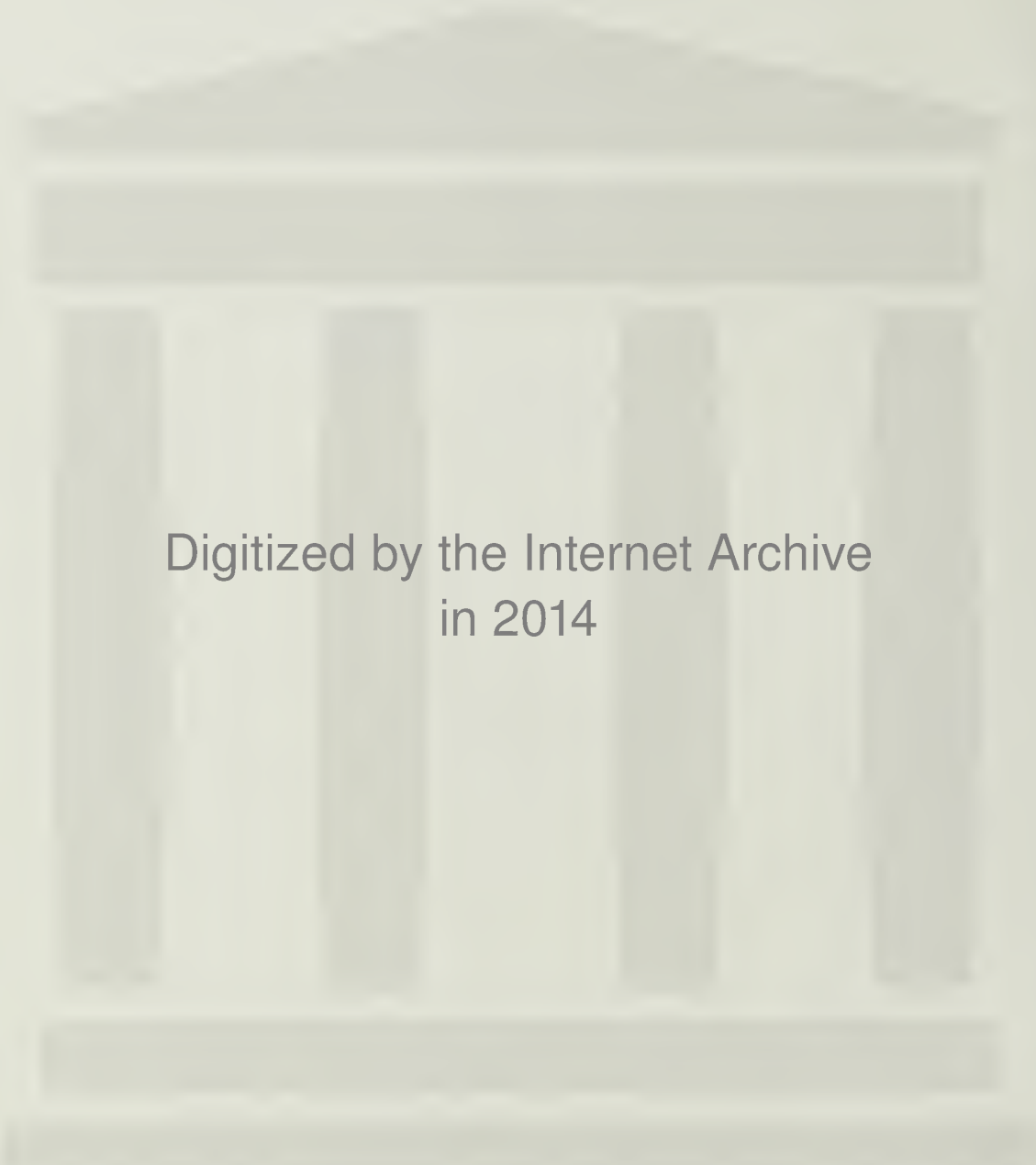
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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

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City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular monthly meeting as follows:

DATE: **Tuesday, January 3, 1995**
TIME: **5:30 PM**
PLACE: **Lurie Room, Main Library**

AGENDA

I. Call to order
II. Pledge of allegiance
III. Roll call
IV. Public comment
V. Approval of minutes of meeting of December 6, 1994
VI. Approval of non-Civil Service appointments and separations for December 1994
VII. President's report

A. Nominating Committee report and election of Commission officers for 1995

VIII. City Librarian's report

ADDENDUM TO AGENDA FOR THE JANUARY 3, 1995, MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

VIII. City Librarian's report

A. Recommendation and possible approval of locations for Public Library Commission meetings in 1995: Marcia Schneider, Acting Chief of Branches

B. Friends of the Library goals and objectives: John Lazarus, President, Board of Directors

C. Update on the implementation of Proposition E: Kenneth E. Dowlin, City Librarian

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ACCESSIBLE MEETING POLICY

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6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular Commission meeting of Tuesday, January 3, 1995

The San Francisco Public Library Commission held a regular meeting on Tuesday, January 3, 1995, in the Lurie Room, Main Library.

I. CALL TO ORDER

The meeting was called to order at 5:32 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. ROLL CALL

The following Commissioners were noted present: President James P. Herlihy; Commissioners Karen Crommie; Thomas H. Gee; Walter Jebe, Sr.; Fran A. Streets; and Norman V. Wechsler.

Excused: Commissioner Jan Zivic

Commissioner Wechsler wished everyone a happy new year.

III. PUBLIC COMMENT

Landis Whistler, Libraries TNT Chairman, claimed that the Library Commission had failed to prepare a contingency budget for the passage of Proposition E. He complained of delays in budget and personnel requisitions, branch hours, and the reserve fund. Mr. Whistler suggested that the Library Commission receive a budget for staffing the New Main and that all new programs be presented to the Library Commission and the public simultaneously.

Ed Regan, Library patron, suggested that properties be purchased for future Library Branches and described an available site.

IV. APPROVAL OF MINUTES

MOTION: Commissioner Jebe moved to approve the minutes of the regular meeting of December 6, 1995, as circulated.

ACTION: Unanimously approved

V. **CONSENT CALENDAR:**

MOTION: Commissioner Crommie moved approval of Resolution #2005: Approval of temporary, exempt and non-civil service appointments and separations.

ACTION: Unanimously approved

VI. **PRESIDENT'S REPORT**
James P. Herlihy, President

Commissioner Jebe reported that the Nominating Committee recommended James Herlihy as President and Walter Jebe, Sr., as Vice-President of the Library Commission for 1995.

MOTION: Commissioner Wechsler moved to approve the recommendation of the Nominating Committee to elect James Herlihy as President and Walter Jebe, Sr., as Vice-President of the Library Commission for 1995.

ACTION: Unanimously approved

President Herlihy thanked Commissioner Crommie for her service during the past year as Vice-President of the Library Commission.

VII. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin, City Librarian

A. Budget Discussion

Kenneth Dowlin stated that fiscal year 1995/96 budget request is due in the Mayor's office by February 1, 1995, and requested a Finance Committee meeting before January 23rd and a special Library Commission meeting the week of January 23rd. Seema Grover, Budget Director, described the new FY 1995/96 mission-based budget process. stating that voters approved Proposition G which mandated Mission Based Budgeting. Ms. Grover stated that city departments are required to describe their mission and goals and focus on out-put rather than in-put.

Commissioner Wechsler suggested that the Finance Committee meet to review a draft budget presentation prior to the special Library Commission meeting.

The Library Commission set a meeting of the Finance Committee for Tuesday, January 24, 1995, and a special Library Commission meeting for Thursday, January 26, 1995, to discuss budget.

In response to Commissioner Streets, Mr. Dowlin stated that the budget for FY 1994/95 has not been completed and that the department should have knowledge of the budget content by the January 26, 1995, Library Commission meeting. Mr. Dowlin indicated that the only significant new programs for FY 1995/96 budget are the details of the New Main and requesting reconsideration of the items either the Mayor's office or the Board of Supervisors deleted.

Commissioner Streets pointed out that in reviewing next year's budget, the Finance Committee should focus on staffing levels of the New Main and any new programs requested. She suggested that the Finance Committee not revisit items that have already been approved.

Mr. Dowlin iterated that the new Mission Based Budget in theory requires that the budget be presented as if the entire Library were a new program.

Commissioner Crommie requested that the budget presentation be detailed and made as vivid as possible.

President Herlihy requested that audiovisuals be provided during the budget presentation.

B. Off-site Library Commission Meetings

Marcia Schneider, Acting Chief of Branches, proposed a schedule of Library Commission meetings that would alternate between the Main Library and Branch locations for calendar year 1995. The Branches selected are Excelsior in February; Park Branch in April; Marina Branch in June; Bayview/Anna E. Waden Branch in August; Ortega Branch in October and Presidio Branch in December. Ms. Schneider pointed out that the branches selected were geographically representative of San Francisco, but that two branches, Marina and Ortega, do not have public meeting rooms and are open to the public until 5:30 PM. She suggested that at those two Branches the Commission meetings beginning at 6:30 PM rather than 5:30 PM.

President Herlihy stated that it was not the intent of the Library Commission to curtail public service and that the 6:30 PM recommendation for Marina and Ortega Branches has merit.

In response to President Herlihy's request, Ms. Schneider stated that notification of the Library Commission's off-site meetings will be publicized in Library News of the Online Public Catalog, a press release, flyer and neighborhood posting.

Commissioner Streets expressed concern for parking and security at the 6:30 PM

Library Commission Branch meetings.

MOTION: Commissioner Jebe moved to adopt the off-site meeting schedule alternating between the Main Library and Branches.

Landis Whistler announced a joint meeting of the Sunset Community Democratic Club and Libraries TNT to discuss library issues.

Mary Louise Stong, former Library Commissioner, suggested that Library staff inquire into parking at the Marina Middle School for the Commission meeting at Marina Branch Library.

Marti Kashuba, Library patron, expressed concern that the Bernal Heights Branch Library will not be able to offer extended hours until additional staff is hired and that the lack of staff might impact the Commission meeting in the neighborhood as scheduled. Library staff offered assurance that the Commission meeting would not be affected.

ACTION: Unanimously approved

C. Friends of the San Francisco Public Library Presentation

John Lazarus, President of the Board of Directors of Friends of the San Francisco Library, introduced Mig Mayer, Interim Executive Director of the Friends, who prior to retirement had served as the Friends' Executive Director for twenty-three years.

Mr. Lazarus updated the Library Commission on the current activities and objectives of Friends. He explained that the San Francisco Library Foundation, Friends and Library staff are meeting to augment support for the Library, the New Main campaign, and to maintain public involvement.

In response to Commissioner Wechsler, Mr. Lazarus stated that Friends and the Foundation seek to determine their most effective mission.

Mr. Lazarus commended the Commission on their efforts to implement Proposition E.

In response to President Herlihy, Mr. Lazarus indicated that the vision statement for Friends remains the same, to have a world class Library and to focus on specific Library goals.

Mr. Lazarus responded to Commissioner Streets by stating that the Friends are

exploring the advantages of merging with the Foundation.

In response to Commissioner Crommie, Mr. Lazarus reaffirmed the Friends' commitment to pro-actively support "Keep Libraries Alive" and to ensure the implementation and proper funding of Proportion E.

In response to Commissioner Jebe, Mr. Lazarus encouraged Commission attendance at the Friends' Board meeting the second Wednesday of each month.

In response to Commissioner Crommie, Mr. Lazarus explained that the Commissioner representing the Library was welcome to attend the entire Friends' Board meeting and was not expected to leave after the Library Commission report.

In response to Mr. Whistler, Mr. Lazarus advised that the Friends are continuing to pursue the $4 million. He explained that the Foundation is continuing efforts with the affinity groups to expand its membership base.

Mr. Dowlin commended the Library Commission for its role in implementing Proposition E. He recalled that the Library Commission approved the second supplemental on November 1, 1994, and a technical supplemental on December 2, 1994. He stated that on December 16, 1994, the Mayor's office approved both supplementals which were calendared for the Board of Supervisors Finance Committee for January 4, 1995. Mr. Dowlin stated that if the Library receives Finance Committee approval the supplementals will be voted on by the full Board at the first reading on January 9, 1995, and at the second reading on January 17, 1995. He estimated that by the first week of February the Mayor and the President of the Board of Supervisors would give their final signature on the supplementals.

President Herlihy pointed out that the Library's hiring plan is in process and that circa February 1, 1995, the Library will be in a position to appoint potential candidates.

Mr. Dowlin stressed the Library's efforts in working with the Human Resources Department to accelerate the movement of personnel requisitions. He requested Ed McBride, Director of Support Services, to update the Library Commission on the progress of applicant recruitment for the Library classifications. Mr. McBride stated that the Accelerated Testing Program to produce a list of certified eligibles is in progress and a department interview committee is in place. He noted that if selection of a position is through promotional hire the Library must back-fill the vacant position and that official notice of appointment must be validated through the Human Resources Department. Mr. McBride distributed a diagram that reviewed the approval process for a personnel requisition. He noted that the Library is recruiting 100 to 200 positions through this process and that the

estimated date to bring the new hires on board is the third week in January. Mr. McBride indicated that the new hires will then enter a two week Library training program.

Mr. Dowlin commented that civil service treats each department position as site specific and requisition specific.

In response to Commissioner Streets, President Herlihy stated that the Mayor's office is revaluating the Assistant City Librarian position.

In response to President Herlihy, Mr. Dowlin stated that the Library's extended hours will commence two weeks after the new hires have been retained.

Mr. Dowlin explained that complete hiring for a Branch Library cluster must be accomplished before a single Branch Library can offer extended hours.

In response to Commissioner Crommie, Mr. Dowlin estimated that the best case scenario is that the Library will offer expanded hours February 1, 1995, but that priority is determined by which Branch Library cluster receives full staffing first.

In response to Commissioner Wechsler, Mr. Dowlin stated that the best case scenario for starting recruitment for the New Main is October 1995.

Mr. Dowlin reported that twelve requested positions were eliminated from the two supplementals that cleared the Mayor's office. He identified position reductions in the Library's request in the multi-media program, security staffing from five to three, custodial staffing from six to four, Custodial Supervisor, Teen Specialist Program, Selections Program Specialist, Exhibit Program Coordinator for the New Main, Public Relations Officer, one accountant position and tentatively the Assistant City Librarian. He stated that the vehicle request was reduced from three to one; fuel, automobile repair, supplies and travel were reduced; and gardening service was placed on reserve.

Mr. Dowlin stated that the Mayor's office calculated that the Library will not have any positions in place until the second pay period in January, and they reduced the number of months the positions would be funded by cutting funding for the first pay period.

Mr. Dowlin indicated that the Mayor's office's objective was to add no more than 100 permanent positions and to fund all other positions through temporary salaries. He stated that all the additional positions for Technical Services were placed in temporary salaries.

In response to Commissioner Wechsler, Mr. Dowlin stated that the Library will attempt to restore those position in next year's budget. He pointed out that all remaining funds stay in the Library Preservation fund to be reallocated in next year's budget.

In response to President Herlihy, Mr. Dowlin stated that the reductions impact the Library position count, and that the reduction in funding is approximately $1 million.

President Herlihy encouraged Library Commissioners to attend the next day's Board of Supervisors Finance Committee meeting.

In response to Commissioner Crommie, Ms. Grover stated that it was her assumption that the budget reduction was a combination of both the Board of Supervisors and the Mayor's office's view of what was most relevant to providing more hours and books. In response to Commissioner Wechsler, President Herlihy stated that historically the budget is not a consultative process at that level.

In response to Commissioner Crommie, President Herlihy reiterated that the $2 million reserve was designated for the New Main.

VIII. FINANCE COMMITTEE REPORT

Commissioner Norman Wechsler, Chair

No report

IX. PLANNING COMMITTEE

Commissioner Karen Crommie, Chair

No report

X. BUILDING/FACILITIES COMMITTEE REPORT

Commissioner Walter Jebe, Sr., Chair

No report

XI. LIBRARIANS' GUILD REPORT

No report

XII. NEW BUSINESS

Commissioner Wechsler requested a report be made at a future date to the Commission on the usage of the Library books in storage and the City of San Mateo's automated library system.

Commissioner Wechsler expressed dismay at the Board of Supervisors' rejection of legislation to allow the Library to retain fees collected for lost books by the Library. He requested that efforts for a replacement fund be pursued.

Commissioner Crommie concurred.

Commissioner Gee left the Commission meeting at 7:10 PM.

XIII. REVIEW OF MEETING

Ms. Kashuba stated that she was astounded by the appointment of male Commissioners to be both President and Vice-President of the Commission and she commented on the Library budget.

XIV. ADJOURNMENT

MOTION: Commissioner Jebe moved to adjourn.

ACTION: The January 3, 1995, regular meeting of the San Francisco Public Library Commission was adjourned by unanimous vote at 7:16 PM.

Donna Marion

Donna Marion
Assistant to the Library Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission. Copies of the Commission handouts will be located in the office of the Commission Secretary.

95:dm

RESOLUTION #2005

APPROVAL OF TEMPORARY, EXEMPT, AND NON-CIVIL SERVICE APPOINTMENTS AND SEPARATIONS DURING THE MONTH OF DECEMBER 1994

RESOLVED, That in accordance with Charter Section 3.501, the following temporary, exempt, and non-Civil Service appointments which have been made by the City Librarian during the month of December 1994 are approved:

3602 LIBRARY PAGE

Natalie Feinberg
Cynthia Frey
Brian Huynh
Moazzam Sheikh
Fredrick Spence
Sheldon Wong

and be it

FURTHER RESOLVED, That the following separations from temporary, exempt, and non-Civil Service appointments during the month of December 1994 are approved:

3602 LIBRARY PAGE

Tasha Amme
Heather Hill
Stacy Hunter
Christena Jenkins
Eric Jernquist
Genea Perea
Victoria Peterson
Scott Stabile
Tommy Tu
Hida Viloria

LIBRARY COMMISSION MEETING LOCATIONS 1995

JANUARY, 1995
LURIE ROOM - MAIN LIBRARY

FEBRUARY, 1995
EXCELSIOR

MARCH, 1995
LURIE ROOM - MAIN LIBRARY

APRIL, 1995
PARK

MAY, 1995
LURIE ROOM - MAIN LIBRARY

JUNE, 1995
MARINA

JULY, 1995
LURIE ROOM - MAIN LIBRARY

AUGUST, 1995
BAYVIEW

SEPTEMBER, 1995
LURIE ROOM - MAIN LIBRARY

OCTOBER, 1995
ORTEGA

NOVEMBER, 1995
LURIE ROOM - MAIN LIBRARY

DECEMBER, 1995
PRESIDIO

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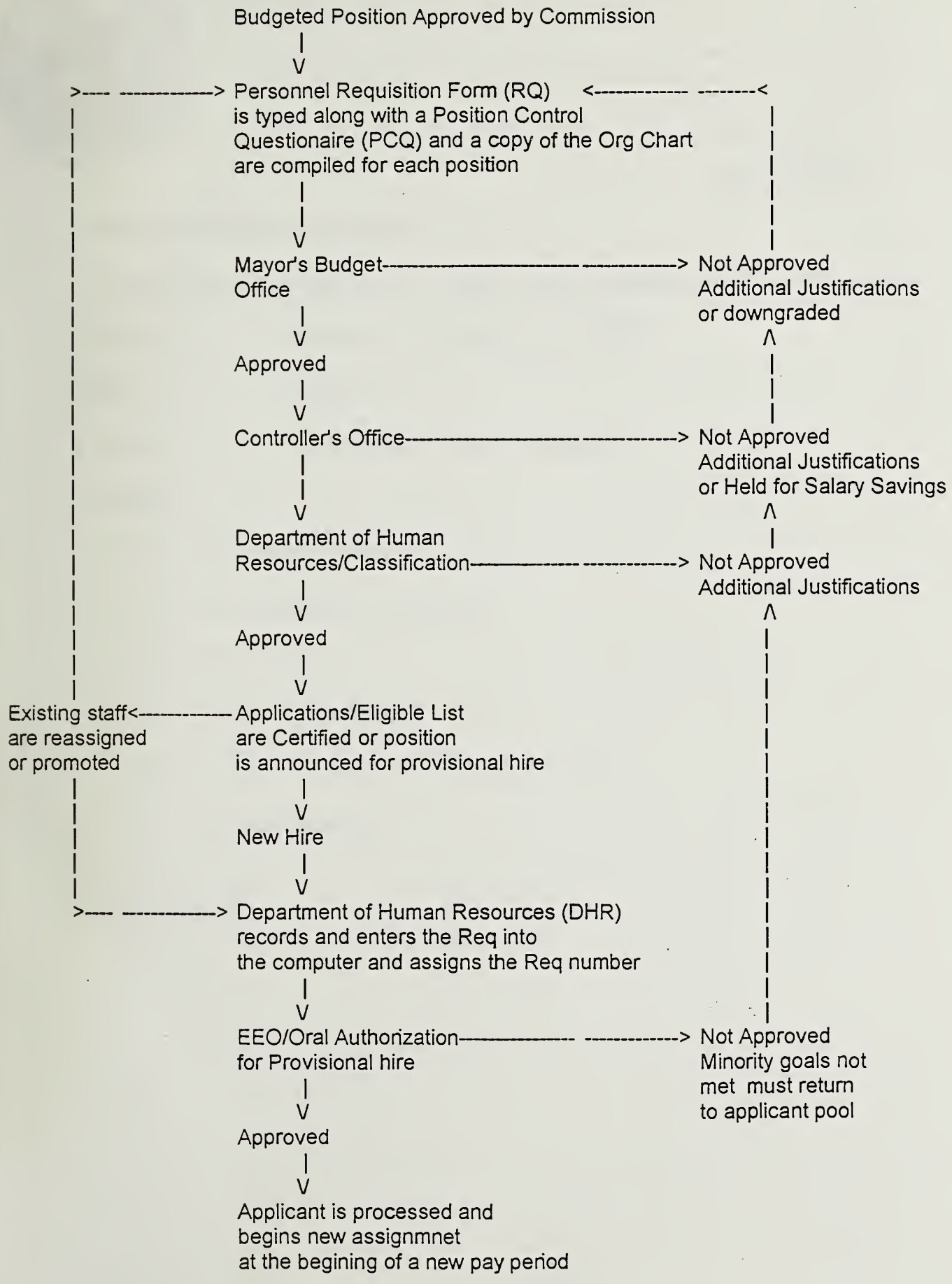
The Life of a Personnel Requisition



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JAN 20 1995
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PUBLIC LIBRARY

NOTICE OF SPECIAL MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **THURSDAY, JANUARY 26, 1995**

TIME: **5:30 PM**

PLACE: **LURIE ROOM, MAIN LIBRARY**

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT
5. Approval of the FY 1995/96 Library budget
6. ADJOURNMENT

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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

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City and County of San Francisco
Public Library Commission

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SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

SPECIAL SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING
Minutes of the special meeting of Thursday, January 26, 1995

The San Francisco Public Library Commission held a special meeting on January 26, 1995, in the Lurie Room, Main Library.

CALL TO ORDER

The meeting was called to order at 5:37 PM by Commission President James Herlihy. The call to order was followed by the pledge of allegiance.

ROLL CALL

The following Commissioners were noted present: Karen Crommie; Thomas H. Gee, J.D.; James P. Herlihy; Walter G. Jebe, Sr.; Fran A. Streets; Norman V. Wechsler; and Jan Zivic.

PUBLIC COMMENT

President Herlihy briefly described the purpose of public comment as the opportunity for the public to share their concerns, recommendations and ideas with the Library Commission and not as a period for intolerable, disruptive or inappropriate behavior.

Landis Whistler, Chair of Libraries TNT, claimed that the Mayor and President of the Library Commission had taken credit for the Library of Alexandria and the establishment of the Library system in America.

President Herlihy again cautioned Mr. Whistler against personal invectives and requested that he restrict his comments to Library issues or he would be forced to have him removed from the meeting.

Mr. Whistler complained of Sunshine Ordinance violations and stated that in the future he will encourage others to attend Library Commission meetings.

David Madfes, Abraham Lincoln High School public educator, spoke in support of further expansion of library computer technology and other forms of non-print materials.

Leonard Wong, Abraham Lincoln High School student, concurred that computer technology is essential to education.

Commissioner Wechsler replied that Mr. Dowlin, City Librarian, was a staunch advocate for Library automation.

Mr. Dowlin stated that the Library is very interested in developing an automated system that connects directly with the schools.

Barbara Berman, Advisory Council of Friends of the Library, congratulated the Commission and staff and public for their efforts to implement proposition E.

ITEM CONSIDERED

A. Discussion and Possible Approval of FY 1995/96 Library Budget

At the request of President Herlihy, Mr. Dowlin explained that a mission-based budget focuses on out-puts rather than inputs. He state that this process allows the focus to be on the budget's outcome rather than the traditional emphasis on individual expenditures by highlighting successful programs and providing measurable criteria to imporve other areas.

Mr. Dowlin cautioned that a variety of uncertainties exist in the Library's budget; he explained that estimates from the Controller on the amounts of the Library Preservation Fund, baseline budget, and possible carryover of unspent funds are not yet available. He recommended basing the budget on FY 1994/95 figures and reassessing the budget as revenues become better understood in September, 1995. Mr. Dowlin stated that he wanted to implement extended hours, but not adopt any new programs.

Commissioner Streets requested that the Commission consider reinstating the Teen Services Specialist position at a salary of approximately $55,000. She recalled that the position ranked number two on the Library Commission's priority list.

Commissioner Wechsler agreed with the importance of the Teen Services Specialist position, but suggested postponing discussion until September when all of the positions will be reviewed.

Commissioner Jebe spoke in support of the Teen Services Specialist position, and Mr. Dowlin agreed that the position is a priority.

President Herlihy encouraged the Commission to begin the process for reinstating the Teen Services Specialist. He noted that recruitment would take approximately six months, and that if the process were delayed until the review of other positions, the Teen Specialist position might take a year to fill.

MOTION: Commissioner Streets moved to reinstate the Teen Services Specialist at approximately $55,000 for FY 1995/96 budget cycle.

Commissioner Wechsler expressed concern about maintaining the reserve.

Commissioner Streets clarified that under Proposition E any funds that are not spent will carry over.

In response to Commissioner Jebe, Seema Grover, Finance Director, stated that all unspent funds get carried forward to the next fiscal year for reappropriation.

President Herlihy assured Commissioner Wechsler that the Teen Specialist position will be funded from salary saving and not the reserve.

ACTION: Unanimously approved

In response to Commissioner Zivic, Mr. Dowlin clarified that there was not a major reduction in grants funded due to the lack of an Archivist.

Commissioner Zivic emphasized the importance of providing sufficient staffing to maintain and preserve collections provided by the affinity groups.

President Herlihy agreed to Commissioner Wechsler's suggestion to discuss at the next Library Commission meeting establishing a priority list for funds carried over from delayed hiring.

In response to Commissioner Crommie, Ms. Grover stated that the Archivist position is in the budget.

Hope Hayes, Chief of Main, stated that a Print Archivist is in place, but a Moving Images Archivist must be recruited.

In response to Commissioner Crommie, Ms. Hayes stated that the Library staff is presently a depository for incoming city government documents, but that the Library is actively recruiting an Archivist to initiate policies and profiles governing all archival procedures.

Commissioner Crommie acknowledged that the Library needed two Archivist and Ms. Hayes agreed.

Commissioner Wechsler requested that Mr. Dowlin establish a list of budget items for prioritization by the Library Commission.

Mr. Dowlin reported that as of this month the Library's book purchases are 71% higher than a year ago.

B. The City Librarian described the "Expenditure Summary" crossreferenced to the Core Services.

At the request of Commissioner Zivic, Mr. Dowlin and Ms. Grover described a nominal change in the Expenditure Summary as a change in terminology in how the account is identified effecting no change in the actual fund amount.

Mr. Dowlin explained that since major components for the budget remain unknown, the basic assumption reflected in the Library's fiscal planning is that 1995/96 figures will be the same as 1994/95. He stated that there were no changes from the basic position adopted in January and he recommended that the Commission adopt a Supplemental to allow expenditure for the actual funds available.

In response to Commissioner Wechsler, Ms. Grover stated that the budget projections are based on currently known information.

In response to Commissioner Wechsler, Mr. Dowlin confirmed that personnel is 85% of the Library budget and that percentage is lower than in past years.

In response to Commissioner Wechsler, Mr. Dowlin noted that the amount of funding provided for some functions is less than requested, although the Library's estimate of need remains the same; he cited the deletion of two additional security officers as an example. He expressed confidence that the Library's book budget is acceptable and that the schedule for service hours can be met. He reiterated that staffing was below the Library's initial estimates of numbers of employees needed.

Commissioner Jebe suggested the budget document under "Purpose" for the Main Library should provide a more detailed description of the districts the Library serves.

In response to Commissioner Crommie, Ed McBride stated that improvement in overall telephone service is under discussion, and that this budget does not include enhancements for telephone services.

In response to Commissioner Crommie, Ms. Grover stated that funds have been

allocated in the budget to address the branch security system.

MOTION: Commissioner Jebe moved to adopt FY 1995/96 budget as amended.

Marti Kashuba, Bernal Library patron, stated that the Library should be requesting a budget of $33 million and she noted that Portland, Oregon, closed its Library.

In response to Commissioner Crommie, Mr. Dowlin stated that at the next Library Commission meeting he will present a report on the lease payment for the computers.

ACTION: Unanimously approved

ADJOURNMENT

MOTION: Commissioner Jebe moved for adjournment.

ACTION: President Herlihy adjourned the January 26, 1995, Special Library Commission meeting of the San Francisco Public Library Commission at 6:40 PM.

Donna Marion
Assistant to the Library Commission

Please note: Copes of Commission handouts are located in the office of the Commission Secretary, 45 Hyde Street, San Francisco

Resolution #2006

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1995. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1995.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of January, 1995 be approved:

3602 Library Page

Chau, Han
Crawford, Kate
Fonseca, Maribel
Mermer, James
Ngo, Melanie
Pettit, Raymond
Scott, Kenneth
Sheikh, Moazzam
Terhune, Tornado
Ting, Sylvia
Todd, Susan
Garrison, John
Harrison, Renetta
Kohler, Stephanie
Ross, Doris

MEMORANDUM

TO: THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

FROM: KEN DOWLIN KED
CITY LIBRARIAN

SUBJECT: **PROPOSED 1995/96 BUDGET**

DATE: January 26, 1995

It is unclear what the general fund baseline will be for the next fiscal year, the amount of carryover at the end of the year, and other savings through the reclassification program. In view of that fact I recommend that the Commission adopt the following position that the amount used for revenue estimates will be the amount of the three funds for 94/95 (General Fund baseline, Proposition J, and Proposition E). Any other position would not be prudent. Thus the maximum budget for 95/96 at this time would be approximately $31,100,000. It is hoped that the amount available will go up, but the estimates will not be available from the Controller until June for preliminary data, and August for final data.

Once the Controller has provided the final amounts I recommend that the Commission adopt a Supplemental to allow expenditure for the actual funds available. This would take place in September. Obviously, a major part of that supplemental would be for the New Main Library.

This position means that there will be no new programs or positions funded at this time. Consideration of positions previously considered and deleted would be deferred until the time of the Supplemental.

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NOTICE OF CANCELLED LIBRARY COMMISSION MEETING

The regular meeting of the San Francisco Public Library Commission has been cancelled for the month of February. A special Library Commission meeting will be held at the Excelsior Branch Library Tuesday, February 7, 1995, at 5:30 PM. The Excelsior Branch is located at 4400 Mission Street in San Francisco.

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NOTICE OF COMMISSION MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: **Tuesday, February 7, 1995**

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TIME: **5:30 P.M.**

PLACE: **Excelsior Branch Library**
4400 Mission Street
San Francisco, CA 94112

AGENDA:

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENT**

5. **APPROVAL OF REGULAR COMMISSION MEETING MINUTES OF JANUARY 3, 1995**

6. **APPROVAL OF CONSENT CALENDAR**

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

   A. **Resolution #2006:** Approval of temporary exempt and non-civil service appointments and separations

7. **PRESIDENT'S REPORT**
   Commissioner James P. Herlihy

8. **CITY LIBRARIAN'S REPORT**
   Kenneth E. Dowlin, City Librarian
   A. Update on FY 1995/96 Library budget

9. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

A. **Approval of Resolution #2007:** Authorizing the San Francisco Public Library to apply, accept and expend $57,443 available through the California Library Service Board to enhance Project Read service for tutors, students and outreach. Indirect costs of 5% are included in this grant

10. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Walter G. Jebe, Sr., Chair

A. Report on New Main and Branch Library work in progress

B. Discussion and possible action to change the Building and Facilities Committee meeting date to the third Thursday of each month at 3:00 PM effective February, 1995

11. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. Discussion and possible action to change the Planning Committee meeting date to the third Thursday of each month at 4:00 PM effective February, 1995

B. Discussion and possible action to approve "Kids Day" for Sunday, March 12, 1995, at the Main Library

C. Briefing on the background of the Library vision statement and affinity groups

D. Report on policy for acquisition of materials in languages other than English

12. **LIBRARIANS' GUILD**

13. **NEW BUSINESS**

14. **MEETING REVIEW**

15. **ADJOURNMENT**

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

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SAN FRANCISCO
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SPECIAL SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING
Minutes of the special Commission meeting of Tuesday, February 7, 1995

The San Francisco Public Library Commission held a special meeting on Tuesday, February 7, 1995, at the Excelsior Branch Library.

I. CALL TO ORDER

The meeting was called to order at 5:32 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. ROLL CALL

The following members were noted present: President James P. Herlihy; Commissioners Karen Crommie; Walter Jebe, Sr.; Fran A. Streets; Norman V. Wechsler and Jan Zivic.

Excused: Commissioner Thomas H. Gee

III. PUBLIC COMMENT

Joe Sugg, retired Excelsior Branch Librarian, welcomed the Library Commissioners, staff and public. Mr. Sugg acknowledged the dedication of Commissioner Jebe, describing him as the "Godfather" of Excelsior Branch Library. He commented that the Excelsior community has expressed satisfaction with its Branch, but would like the expanded service hours implemented.

Tony Sacco, Food Association President, expressed appreciation that the Library Commission held its meeting at the Excelsior Branch Library. He lauded the Library for coming online.

Chuck Forester, representing the Eureka Valley-Harvey Milk Memorial Branch Library, requested that serious consideration be given for budgeting a Material Archivist Assistant and Media Archivist in the gay and lesbian center of the New Main. Mr. Forester stated that the gay and lesbian community will match dollar-for-dollar to support the positions.

Bob Rinehart, Gay and Lesbian affinity member, concurred with Mr. Forester pointing out that funding for both Archivists should be implemented immediately.

Marti Kashuba, Bernal Heights Branch Library patron, expressed concern that 85% of funding will go to the New Main Library. She stated that the Branches needed multicultural books and gay and lesbian material on the shelf. Ms. Kashuba called attention to the $4.7 million for the earthquake safety programs, ESP II and the implementation of expanded service hours.

Ellen Egbert, library patron, indicated that she hoped the Board of Supervisors and other Commissions will following the Library Commission's lead in holding meetings in the neighborhoods. Ms. Egbert expressed disappointment that the extended service hours had not been implemented. She requested that the Commission be advised when its mandates regarding implementation cannot be carried out.

Landis Whistler, Libraries TNT chairman, suggested that the Library Commission increase the book budget.

IV. APPROVAL OF MINUTES

MOTION: Commissioner Streets moved to approve the minutes of the regular meeting of January 3, 1995, as circulated.

ACTION: Unanimously approved

V. CONSENT CALENDAR

MOTION: Commissioner Jebe moved approval of Resolution #2006: Approval of temporary exempt and non-civil service appointments and separations.

ACTION: Unanimously approved

VI. PRESIDENT'S REPORT

James P. Herlihy, President

A. History of Excelsior Branch Library

President Herlihy announced that the Excelsior Branch Library meeting was the first of a series of Library Commission meetings to be held in the neighborhood Branches. He stated that the neighborhood meetings enable the Library Commission to be more accessible.

At the request of President Herlihy, Commissioner Jebe provided a brief historical account of Excelsior Branch Library stating that the Excelsior Branch was originally on Ocean Avenue as a store front and moved to the old Wells Fargo building in another store front. He reflected on the old Excelsior neighborhood stating it had a high youth population and was in need of a larger Branch and that after ten years of planning by the Library and community, ground breaking for the new Excelsior Branch took place in 1966.

VII. CITY LIBRARIAN'S REPORT

Kenneth E. Dowlin, City Librarian

A. FY 1995/96 Library budget update

Hope Hayes, Acting City Librarian, announced that the City Librarian was at an annual conference. Ms. Hayes reported that all budget information is in the Mayor's Office, the second supplemental for Proposition E funds has been submitted and that the Controller has not released the funds for expanded service hours.

Ed McBride presented the Library Future Projects and Programs Wish List, which the Commission referred to the Finance Committee for discussion.

In response to President Herlihy, Mr. McBride updated the Library Commission on the status of hiring additional staff. He indicated that he had just returned from an annual conference in Philadelphia were he informed colleagues of employment opportunities with SFPL. He also advised that Wendell Pryor, Human Resources Director, assigned an administrator who has been actively working with the Library to bring staff on board. Mr. McBride informed the Library Commission that a total of 898 applications were received and analyzed for qualified applicants and that in-house bidding and reassignment requests had been reviewed. He indicated that 281 existing staff and 392 qualified non-SFPL applicants will be considered. Mr. McBride stated that interviews are being scheduled and that by March 15,

1995, the first group of employees should be on board.

He reviewed the number of positions versus the number of applications received as follows:

3610, Library Assistant	55 vacancies	308 applications received
3616, Library Technician I	8	137
3618, Library Technician II	13	108
3630, Librarian I	59	164
3632, Librarian II	12	308

In response to Commissioner Zivic, Mr. McBride estimated 10% of the applicants had submitted multiple applications.

Commissioner Zivic suggested that a definition be given for the acronyms used on the "Wish list".

In response to Commissioner Wechsler, Mr. McBride stated that he anticipates having additional staff in place by the end of March, but that movement will still occur after March.

In response to President Herlihy, Mr. McBride emphasized that the Library is doing everything possible to effect the hiring process in-house and that he is working diligently with Human Resources Department (HRD).

The Library Commission extended an invitation to Mr. Pryor to attend the next Planning Committee meeting and Library Commission meeting to provide an update on HRD's process with the Library.

In response to Commissioner Wechsler, Mr. McBride stated that the Library is working with HRD and the Civil Service Commission to accelerate the process of hiring.

President Herlihy suggested that each Commissioner take a pro-active role in accelerating the hiring process. Mr. McBride offered to draft a letter for Commission signature.

Commissioner Jebe commended the Library staff for the work they have accomplished and suggested that perhaps the original time line set to accomplish the hiring process was unrealistic.

Mr. McBride stated that during beginning discussions of Proposition E the Library staff presented a schedule time line that is presently being followed, but that the

time line had unavoidable changes due to the Civil Service process. He emphasized that the Library staff is trying to accelerate the process.

Mr. McBride announced that the Library is online from home, office and school enabling the public to dial into the San Francisco Connection.

Commissioner Crommie concurred with Commissioner Jebe that possibly not enough time was allowed for the hiring process to implement the expended service hours and she agreed that Mr. Pryor should come to the Planning Committee meeting.

In response to Commissioner Crommie, Mr. McBride stated that the Library has discussed opening a few Branches as staff can be assigned instead of waiting for one grand opening.

Commissioner Wechsler stated that a sense of urgency should be developed in opening the Branches and suggested that there not be any congratulation until the extended service hours are implemented.

VIII. FINANCE COMMITTEE REPORT

Commissioner Norman Wechsler, Chair

A. **MOTION:** Commissioner Wechsler moved to approve Resolution #2007, authorizing the San Francisco Public Library to apply, accept and expend $57,443 available through the California Library Service Board to enhance Project Read Service for tutors, students and outreach.

In response to Ms. Kashuba, President Herlihy stated that non-allocated Proposition E funds accrued since last July will continued to accrue and that some of the programs on the "Wish List" might be funded in part through those non-allocated funds.

ACTION: Unanimously approved

IX. BUILDING/FACILITIES COMMITTEE REPORT

Commissioner Walter G. Jebe, Sr., Chair

A. Report on New Main and Branch Library work in progress

Commissioner Jebe reported that he meets monthly with Kathy Page, Chief of Facilities Development; Jim Cheng, Project Manager of the New Main Library; and James Chia, Project Manager of Chinatown Branch Library. He stated that in January he inspected the Chinatown site and will report at the next meeting the

status of change-orders. Mr. Jebe stated that the New Main Library was progressing on schedule before the rain storms and that new plans for the Mission Branch Library are under review.

In response to Commissioner Jebe, Richard Walsh, Director of Operations and Maintenance, updated the Library Commission on the proposed rental site for Portola Branch Library stating that the previous tenant has not completely vacated the building, but that discussions are taking place.

Commissioner Streets expressed concern whether the New Main Library would remain on budget due to the December change-orders affecting possible depletion of the contingency reserve account.

Commissioner Jebe stated that approximately $1.8 million is left in the reserve and that Rudy Nothenberg, Chief Administrative Officer, has reported that he does not anticipate a problem.

Commissioner Zivic interjected that Mr. Nothenberg has always maintained that an extra million dollars should be held in reserve for unforseable problems and that the New Main Library Project Staff Manager continually expressed that the project was on budget.

President Herlihy requested a report from Ms. Page and the CAO's office at the next Library Commission meeting.

Commissioner Wechsler added that due to the rain storms he is concerned as to how much additional funding will be needed and its effect on the reserve.

B. Change in Building and Facilities Committee Meeting Schedule

MOTION: Commissioner Streets moved that the Building and Facilities Committee meeting date be changed to the third Thursday of each month at 3:00 PM.

ACTION: Unanimously approved

X. PLANNING COMMITTEE
Commissioner Karen Crommie, Chair

A. Change in Planning Committee Meeting Schedule

MOTION: Commissioner Crommie moved that the Planning Committee meeting date be changed to the third Thursday of each month at 4:00 PM.

ACTION: Unanimously approved

B. Kids Day

MOTION: Commissioner Crommie moved for approval that "Kids Day," a fund rasing event, be held at the Main Library Sunday, March 12, 1995, sponsored by the San Francisco Library Foundation.

Ms. Kashuba expressed a desire for the Library to hold an inter-generational day. She stated that she supported the Library Foundations events, but that their fund rasing programs were to support the Main Library and not the Branches. Ms. Kashuba stated that the Library Foundation has reincorporated itself to reach-out to the Branches, but that she saw no evidence of action.

Commissioner Zivic suggested that Ms. Kashuba contact the Library Foundation directly regarding its fund rasing programs.

In response to a library patron, President Herlihy described the purpose of the San Francisco Library Foundation stating that it was created in 1989 to raise approximately $30 million to pay for furniture and equipment for the New Main Library.

Mr. Whistler stated that he feels that the Library could have been open with extended service hours on March 12, 1995, if the Library Foundation event was not scheduled for that day.

Commissioner Crommie stated that during the Planning Committee discussion public access was of major concern and that both the City Librarian and Chief of the Main indicated that the Main Library would not be prepared to open for extended service hours by March 12th.

Commissioner Wechsler called for a vote.

ACTION: Unanimously approved

C. Report on Presentation by Steve Coulter

Commissioner Crommie recommended that Steve Coulter, former President of the Library Commission, be invited to the regular Library Commission meeting to present an overview of the development of affinity groups and the issues that culminated in the Public Library's five-year plan, "A Community Vision." President Herlihy suggested that Mr. Coulter be invited to the March Library Commission meeting.

D. Report on Acquiring and Processing non-English Material Policy

Commissioner Crommie reported on the process of acquiring and processing non-English material as presented by Nancy Musser, Chief of Technical Services, and staff. She outlined the proposed language of the policy.

President Herlihy stated the proposed policy should come before the Planning Committee for review and to the Library Commission for adoption.

XI. LIBRARIANS' GUILD REPORT

No report.

XII. NEW BUSINESS

Mr. Sacco expressed concern about the relocation of the Pioneer Monument. President Herlihy explained that the monument had been moved approximately 18 months ago to its permanent location in the mall area between the future location of the New Asian Art Museum and the New Main Library.

Commissioner Jebe stated that James Lick donated the Pioneer Monument to the City and requested that the monument face City Hall and that the Library has honored his request.

Ed Olsen, library patron, expressed appreciation that the Library Commission is holding meetings in Branch Libraries and suggested that open service hours among Branches be staggered.

President Herlihy responded that the Library will offer 1150 open service hours per week, additional Saturday openings and seven Library Branches open on Sundays. He stated in addition to open service hours on Wednesday night, Tuesday night, Thursday night and possibly a third week night will be added.

Mr. Olsen reiterated that Library Branches should stagger their opening nights so

all Library Branches are not open the same nights.

Mr. Whistler requested the Library Commission support making the area between the Old and the New Main Library a plaza.

President Herlihy thanked staff for facilitating the Library Commission meeting at the Excelsior Branch Library.

XII. ADJOURNMENT

Commissioner Wechsler made the motion to adjourn the Commission meeting.

ACTION: Unanimously approved

The special meeting of the San Francisco Public Library Commission on February 7, 1995, was adjourned at 7:04 PM.

Donna Marion
Assistant to the Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission. Copies of the Commission handouts will be located in the office of the Commission Secretary.

95:dm

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
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JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

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MAR 2 1995
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NOTICE OF COMMISSION MEETING

The San Francisco Public Library Commission will hold its regular Library Commission meeting as follows:

DATE: **Tuesday, March 7, 1995**

TIME: **5:30 PM**

PLACE: **Lurie Room, Main Library**

AGENDA:

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CLOSED SESSION**

   Closed Session to discuss quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54957 and discussion of anticipated litigation against the City by contractor regarding Chinatown Branch Library pursuant to Government Code Section 54956.9 (a).

   Pursuant to section 66.14 of the Sunshine Ordinance the Library Commission shall vote whether to disclose to the public any portion of its Closed Session discussion which is not confidential.

5. **PUBLIC COMMENT**

6. **APPROVAL OF SPECIAL COMMISSION MEETING MINUTES OF FEBRUARY 7, 1995**

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

7. **APPROVAL OF CONSENT CALENDAR**

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

A. **Resolution #2008:** Approval of temporary exempt and non-civil service appointments and separations for month of February, 1995

8. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

A. Approval to change Tuesday, July 4, 1995, regular Library Commission meeting date to another date

B. Presentation of the development of affinity groups and culmination of the five-year plan,"A Community Vision"

C. Update on Human Resources Department's assistance to support the Library in personnel activities related to staff expansion

D. Report on staffing progress related to opening branches

9. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin

A. Update on implementation of Proposition E

B. Briefing on plan for operation of New Main Library

10. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

A. **Approval of Resolution #2009:** Authorizing the San Francisco Public Library to apply for $27,211, available through the United States Department of Education for Tutor/Student Support Services for Project Read. Indirect costs of 5% are included in this grant.

B. **Approval of Resolution #2010:** Authorizing the San Francisco Public Library to apply for $23,741, available through the United States Department of Education for Adult Learning Services of Project Read. Indirect costs of 5% are included in this grant.

C. **Approval of Resolution #2011:** Authorizing the San Francisco Public Library to apply for $28,140, available through the United States Department of Education for Student Outreach Service of Project Read. Indirect costs of 5% are included in this grant.

D. Discussion and possible approval of amended FY 1995/96 Library budget

11. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Walter G. Jebe, Sr., Chair

A. Report on status of New Main Library work in progress

B. Presentation of furniture and fixtures selected for New Main Library

C. Report on Branch Libraries work in progress

12. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. **Approval of Resolution #2012:** Request that the Board of Supervisors authorize the San Francisco Public Library to redistribute library books and materials to qualified applicants who meet specific criteria.

B. Update on Library telephone system

C. Update on relocation plan from the Old Main to the New Main Library

D. Briefing on The Library Foundation of San Francisco opening day activities of the New Main Library

13. **LIBRARIANS' GUILD**

14. **NEW BUSINESS**

15. **MEETING REVIEW**

16. **ADJOURNMENT**

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

City and County of San Francisco
Public Library Commission

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City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, March 7, 1995

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, March 7, 1995, in the Lurie Room, Main Library.

I. Call to order

The meeting was called to order at 5:34 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. Roll Call

The following members were noted present: President Herlihy; Commission Vice President Walter Jebe, Sr.; Commissioners Thomas Gee; Fran Streets; Norman Wechsler; and Jan Zivic. Commissioner Crommie arrived at 5:38 PM.

III. Closed Session

A. President Herlihy announced that the Commission would be meeting in closed session, pursuant to Government Code Section 54957, to discuss the quarterly performance evaluation of the City Librarian, and, pursuant to Section 54956.9(a), to discuss anticipated litigation against the City by a contractor. Closed session began at 5:36 PM.

B. At 7:09 PM, President Herlihy reconvened the public portion of the meeting and cited Section 66.14 of the City's Sunshine Ordinance which requires the Commission to vote whether to disclose to the public any portion of its closed session discussion which is not confidential.

MOTION: Commissioner Wechsler moved that the Commission disclose no portion of its discussion.

ACTION: Unanimously approved

IV. Public comment

The chair's invitation for public comment at the beginning of the meeting yielded no response.

V. Approval of minutes

MOTION: Commissioner Crommie moved to approve the minutes of the special meeting of February 7, 1995, as circulated.

ACTION: Unanimously approved

VI. Approval of consent calendar

MOTION: Commissioner Jebe moved approval of Resolution #2008: Approval of temporary, exempt, and non-Civil Service appointments for the month of February 1995.

ACTION: Unanimously approved

VII. President's report
Commissioner James Herlihy, President

A. President Herlihy noted that the Commission's schedule of meeting on the first Tuesday of each month places the July 1995 meeting on Independence Day.

MOTION: Commissioner Jebe made the motion to reschedule the July 1995 Commission meeting to Wednesday, July 5, 1995, in the Lurie Room, Main Library.

ACTION: Unanimously approved

B. President Herlihy welcomed Wendell Pryor, Director of the City's Department of Human Resources (DHR), and Karen Taylor, DHR personnel analyst.

Mr. Pryor reported that the two positions for DHR personnel analysts to assist in processing library staff requisitions and examinations have been filled. He recalled that currently DHR has reviewed and approved 160 Public Library requisitions, and that DHR and library staff had been meeting to determine ways of expediting the appointment process. The DHR Director informed the Commission that examination lists for two library classifications would be posted for certification in mid-March, and described the benefits that the library's staff expansion is receiving from the use of Civil Service's accelerated testing program (ATP). He

noted that DHR continues to review the classifications of library positions in order to provide a responsive and cost-effective personnel structure.

Commissioners Zivic and Wechsler expressed frustration at the length of time the Civil Service appointment process has taken, and encouraged DHR to assist in moving forward with library staffing.

In response to a question from Commissioner Wechsler, Mr. Pryor described the ongoing work between DHR and library staff to provide examinations and the appropriate classification of jobs.

Ms. Taylor stated that DHR has completed its examination process for the classifications of 3610 - Library Assistant and 3630 - Librarian I, and that those lists will be posted for adoption on March 15. She added that the preliminary work has been completed for accelerated tests for classifications 3602 - Library Page, 3616 - Library Technical Assistant I, and 3618 - Library Technical Assistant II. She explained that developing procedures for the ATP had created delays but anticipated that future work would proceed smoothly.

In response to a question from President Herlihy, Ms. Taylor estimated that the library will be filling 55 positions for Library Assistants and 59 for Librarians I.

Commissioner Crommie expressed disappointment that the positions for the two personnel analysts that the Commission authorized in August 1994 had only recently been filled. Ms. Taylor described the current nature and scope of her assignment. Mr. Pryor pointed out that DHR's Director of Equal Employment Opportunity has been involved in the library's staffing, and that the EEO review of positions will consequently be expedited.

President Herlihy expressed the Commission's appreciation to Mr. Pryor and Ms. Taylor for their report.

C. Ed McBride, Director of Support Services, reported on the process of library staffing. He informed the Commission that library administration and Local 790 last week reached agreement on their new memorandum of understanding. Mr. McBride stated that more than 150 individuals had been interviewed in the past several weeks and that a total of 79 had been selected in three classifications. He noted that promotive opportunities in this total created approximately 50 vacancies in lower positions that will subsequently need to be filled, and he summarized the anticipated schedule for making appointments in other classifications.

In response to a question from President Herlihy regarding the dates for extending library open hours, Mr. McBride explained that current planning for the Main and

branches depend on the completion of hiring sufficient staff and would be more definite within the next several weeks.

Marcia Schneider, Acting Chief of Branches, explained that the branch cluster managers have completed their interviews, but that people declining offers of positions made predicting the completion of hiring difficult, particularly in areas such as parttime staffing that are critical to extending hours. Ms. Schneider indicated that staff is currently calling selected applicants with employment offers, and that once the positions are accepted, she will be able to schedule expanded branch hours. She surmised that within one week she should be able to determine which branches would have sufficient staff to extend operating hours. President Herlihy emphasized the importance of establishing dates by which the library's service hours would be in place.

In response to questions from Commissioner Zivic, Mr. McBride explained that as Director of Support Services he manages the library's accounting, personnel, and automation departments. The commissioner recalled that the budget proposal submitted to the Mayor's office had contained a request for a special assistant to the City Librarian, and she suggested that the library renew that request. In response to a question from Commissioner Zivic, Kenneth Dowlin, City Librarian, stated that the issue of compensation for the position of special assistant had been a question, and that subsequently the Mayor's office deleted the position from the library's budget request. President Herlihy reported that in a recent meeting the Mayor had agreed that the position was necessary, and that library staff would seek to clarify what seemed to be a miscommunication with the Mayor's budget analyst.

At the request of the chair, library staff promised to specify at the Planning Committee meeting on March 16 the branches and dates selected for initiating expanded service hours and project the phased-in increased hours for the remaining branches.

Commissioner Gee departed at 8:05 PM.

D. President Herlihy welcomed former Library Commission President Steve Coulter who presented a series of overhead slides and recalled the issues that culminated in the Public Library's five-year plan, "A Community Vision." Mr. Coulter described the possibility of the library performing fee-based research services for businesses and government. He emphasized the need for libraries to provide information in a variety of formats, including electronic access. Mr. Coulter encouraged the Public Library to expand training opportunities for staff and voiced support for the library advocating intellectual freedom. He traced the development of New York Public Library's Schomburg Center for Research in Black Culture and anticipated the success in San Francisco of the various community, language,

subject, and history centers planned for the New Main Library.

President Herlihy expressed gratitude to Mr. Coulter for his presentation and leadership on library issues.

Commissioner Zivic pointed out that some confusion exists regarding the library's special centers. She indicated that various materials from the New Main's centers will at times be exhibited at branch sites and that the collections will benefit the library systemwide.

Mr. Coulter noted that at Commissioner Jebe's request, paper copies of many of the slides used in the presentation were available.

At the suggestion of Commissioner Wechsler, President Herlihy requested that the City Librarian provide an update at the Commission meeting in April on each of the special centers planned for the New Main Library.

Mr. Coulter recalled the series of budget cuts during his presidency that required the reduction of administrative staff at the Public Library, and he expressed admiration for the accomplishments of the City Librarian.

VIII. City Librarian's report
Kenneth E. Dowlin, City Librarian

Mr. Dowlin announced that the Library Foundation has agreed to fund a consultant to assist staff in the long-term planning for operation of the New Main, the move of the collections, and the implementation of the special centers. He anticipated that within a month he would be able to provide an overview of tasks and timelines and would report monthly to the Commission on implementation.

IX. Finance Committee report
Commissioner Norman Wechsler, Chair

A. At the request of Commissioner Wechsler, Mr. Dowlin summarized the funding of Project Read, the library's literacy program. The City Librarian explained that portions of Project Read's budget are provided by the Public Library, donations from foundations and individuals, and grants funded by the federal Library Services and Construction Act.

Commissioner Streets departed at 8:25 PM.

MOTION: Commissioner Crommie moved approval of Resolution #2009: Authorizing the City Librarian to apply for funds not to exceed $27,211 available

from the United States Department of Education for a Project Read tutor support program; indirect costs of 5% are included in this grant.

ACTION: Unanimously approved

MOTION: Commissioner Zivic moved approval of Resolution #2010: Authorizing the City Librarian to apply for funds not to exceed $23,741 available from the United States Department of Education for a Project Read student support program; indirect costs of 5% are included in this grant.

ACTION: Unanimously approved

MOTION: Commission Jebe moved approval of Resolution #2011: Authorizing the City Librarian to apply for funds not to exceed $28,140 available from the United States Department of Education for a Project Read outreach program; indirect costs of 5% are included in this grant.

ACTION: Unanimously approved

B. The Commission deferred action on the budget for one month in order to permit the City Librarian to prepare with the Library Foundation-funded consultant the long-term plan and timelines for opening and operating the New Main Library.

X. Building and Facilities Committee report
Commissioner Walter Jebe, Sr., Chair

Commissioner Jebe reported that New Main construction remains within budget and on schedule. He noted that progress is currently being made on negotiations for Portola and Ocean View branch sites.

The scheduled presentation regarding furniture and fixtures for the New Main Library by Kathy Page, Chief of Facilities Development, was postponed.

XI. Planning Committee report
Commissioner Karen Crommie, Chair

MOTION: Commissioner Crommie moved approval of Resolution #2012 requesting permission from the Board of Supervisors for the Public Library to redistribute surplus books and materials to qualified applicants who meet specific criteria.

Ellen Egbert, library patron, spoke in support of the resolution but expressed concern whether the specification that all costs be assumed by the applicants might be interpreted as requiring nonprofit groups to reimburse the library for staff time

decommissioning books.

Mr. Dowlin explained that the library assumed nonprofit groups would utilize volunteers to remove the library-identification stamps from materials and would thus not incur a reimbursable cost.

Roberto Esteves, Assistant Chief of Main, corrected a typographic error in the resolution.

Glenda Goldwater, Sunset Branch librarian, spoke in opposition to the resolution. She stated that books being discarded were obsolete, damaged, and inappropriate for redistribution.

Commissioner Zivic sought assurance that the resolution offered flexibility for library staff to dispose of material deemed unsuitable for redistribution to the public. Mr. Esteves agreed that the resolution did not diminish the library's authority to withdraw library materials.

ACTION: Unanimously approved.

Commissioner Crommie postponed the remaining items in the Planning Committee report.

XII. Librarians' Guild report

No report

XIII. New business

Commissioner Wechsler and President Herlihy discussed the possibility of adjusting the schedules of Commission meetings that include closed sessions.

In response to an inquiry from the City Librarian, the Commission President referred to the Planning Committee the matter of the library accepting credit card payments for fines and fees.

XIV. Public comment

Ms. Egbert described the importance of having more than one librarian on duty during part of each branch's service hours in order to provide both reference assistance and special programming. She expressed concern that proposed branch staffing for Librarians I is not proportionate to the increase in open hours.

Rosalyn Koo, Friends of Chinatown Branch Library, inquired about Chinatown Branch renovation. President Herlihy indicated that the City Librarian and City Engineer would be issuing a statement at the end of the week to the press regarding Chinatown library. Ms. Koo encouraged library staff to designate Chinatown Branch as one of the initial sites to offer seven-day per week service. The Chief of Branches anticipated that the branch would be among the first to implement extended open hours.

XV. Adjournment

On Commissioner Crommie's motion, the March 7, 1995, regular meeting of the San Francisco Public Library Commission adjourned at 8:53 PM.

Donna Marion

Please note: **These are draft minutes subject to approval of the Public Library Commission at its next monthly meeting.**

Copies of Commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

City and County of San Francisco
Public Library Commission

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THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF CANCELLED LIBRARY COMMISSION MEETING

The regular meeting of the San Francisco Public Library Commission has been cancelled for the month of April. A special Library Commission meeting will be held at the Park Branch Library Tuesday, April 4, 1995, at 5:30 PM. The Park Branch is located at 1833 Page Street in San Francisco. Agenda to follow.

3/10/95:dm

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City Librarian

NOTICE OF COMMISSION MEETING

The San Francisco Public Library Commission will hold its special Library Commission meeting as follows:

DATE: **Tuesday, April 7, 1995**

TIME: **5:30 PM**

PLACE:

Park Branch Library **Location correction**
1833 Page Street
San Francisco, CA 94117

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT
5. APPROVAL OF REGULAR COMMISSION MEETING MINUTES OF MARCH 7, 1995
6. **APPROVAL OF CONSENT CALENDAR**

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

A. **Resolution #2013:** Approval of temporary exempt and non-civil service appointments and separations for month of March, 1995

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7. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

A. Report on staffing progress related to opening branches

8. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin

A. Presentation and possible action to amend FY 1995/96 budget request

B. Update on Centers at New Main Library

9. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

10. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Walter G. Jebe, Sr., Chair

A. Update on status of New Main Library work in progress

B. Presentation of furniture and fixtures selected for New Main Library

C. Update on Branch Libraries work in progress

D. Briefing on Branch Lease

E. Briefing on priorities for spending 1988 Earthquake Safety Program II bond fund

11. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. **Approval of Resolution #2014:** Request that the Board of Supervisors to amend Section 10.11-2, Chapter 10, Article 1, San Francisco Administrative Code, by authorizing the Library Commission to accept credit cards or automatic teller machine cards ("ATM") for the payment of fees and charges

B. Update on Library telephone system (held over from March 7,1995)

C. Update on relocation plan from the Old Main to the New Main Library (held over from March 7, 1995)

D. Briefing on The Library Foundation of San Francisco opening day activities of New Main Library

E. Update on specifying Library Branches and dates selected for beginning extended service hours

F. Briefing and possible action to amend Library Commission bylaws relevant to the election of officers

12. **LIBRARIANS' GUILD**

13. **NEW BUSINESS**

14. **MEETING REVIEW**

15. **ADJOURNMENT**

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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NOTICE OF COMMISSION MEETING

The San Francisco Public Library Commission will hold its special Library Commission meeting as follows:

DATE: **Tuesday, April 4, 1995** **Date Correction**

TIME: **5:30 PM**

PLACE:

Park Branch Library
1833 Page Street
San Francisco, CA 94117

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AGENDA:

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT**
5. APPROVAL OF REGULAR COMMISSION MEETING MINUTES OF MARCH 7, 1995
6. **APPROVAL OF CONSENT CALENDAR**

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

A. **Resolution #2013:** Approval of temporary exempt and non-civil service appointments and separations for month of March, 1995

7. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

A. Report on staffing progress related to opening branches

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Kenneth E. Dowlin

A. Presentation and possible action to amend FY 1995/96 budget request

B. Update on Centers at New Main Library

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Commissioner Norman V. Wechsler, Chair

10. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Walter G. Jebe, Sr., Chair

A. Update on status of New Main Library work in progress

B. Presentation of furniture and fixtures selected for New Main Library

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12. **LIBRARIANS' GUILD**

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Addendum to the San Francisco Public Library Commission agenda for the special meeting at Park Branch Library, Tuesday, April 4, 1995.

9. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

1). Adoption of Resolution #2015: Authorizing the San Francisco Public Library to apply for $600,000 in grant funds available through the United States Department of Commerce, National Telecommunications and Information Administration (NTIA), Telecommunications and Information Infrastructure Assistance Program (TAP) to broaden, leverage and further develop the "San Francisco Connection: Online Human Services Catalog for the City and County of San Francisco" to improve access to knowledge, resources and City information services; waiving indirect costs.

2). Adoption of Resolution #2016: Authorizing the San Francisco Public Library to apply for $611,000 in grant funds available the National Science Foundation, Networking Infrastructure for Education program to develop, test and integrate innovative applications of digitization, telecommunications and networking technology to improve access to knowledge resources and City information services; waiving indirect costs.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Tuesday, April 4, 1995

The San Francisco Public Library Commission held a special meeting on Tuesday, April 4, 1995, at Park Branch Library.

I. Call to order

In the absence of Commission President James Herlihy, the meeting was called to order at 5:34 PM by Commission Vice President Walter Jebe, Sr.

II. Roll call

The following members were noted present: Vice President Jebe, Commissioners Karen Crommie, Thomas Gee, Fran Streets, and Norman Wechsler. Commissioner Jan Zivic arrived at 5:39 PM.

President Herlihy was excused.

III. Greeting

Ruth Vose, Park Branch librarian, welcomed the Commission and distributed a fact sheet dated February 1992 describing the branch's renovation. Ms. Vose noted that Park was the oldest structure in the branch library system and the first to undergo seismic retrofit and accessibility renovation.

IV. Approval of minutes

MOTION: Commissioner Wechsler moved to approve the minutes of the regular Commission meeting of March 7, 1995, as circulated.

ACTION: Unanimously approved

V. Public comment

Vice President Jebe announced that Wells Fargo Bank had generously funded the purchase of bookmarks showing the names, phone numbers, and expanded open hours of the branches of the Public Library system.

Carol Steiman, Friends of the Library, spoke in support of the library providing signage at the branches. Ms. Steiman estimated that the total cost of providing both exterior and directional signs ranged between $10,900 and $12,000.

Marti Kashuba, library patron, agreed with the need for branch signage and suggested that the library appoint an Adult Services Coordinator. Ms. Kashuba expressed concern regarding cost overruns in renovating branch libraries.

Rachel Ellis, volunteer at Park Branch, voiced support for the Library Commission meeting at branch sites. Ms. Ellis encouraged the Commission to act on the Friends' recommendation for library signs. She urged the library to maintain and strengthen neighborhood history records in the branches, and to initiate computer-usage outreach.

Vice President Jebe recalled the overwhelming support that neighborhood archives received on the library-users survey conducted as part of implementing Proposition E.

Larry Ware, Bayview/Waden representative to the Council of Neighborhood Libraries, emphasized the importance of providing library programs for young people.

Landis Whistler, library patron, congratulated patrons and staff of Bernal Branch for their successful celebration of Bernal's newly extended open hours. He concurred in support of library signage and urged the Library Foundation of San Francisco to fund the project. Mr. Whistler anticipated a hearing by the Board of Supervisors regarding Department of Public Works (DPW) cost overruns for branch renovations.

David Gabler, business agent for Local 790 SEIU, described union efforts to assist in distributing the bookmarks showing library open hours. Mr. Gabler expressed concern whether the library had provided sufficient staffing to successfully implement the increase in public-service hours and programming.

VI. Approval of consent calendar

MOTION: Commissioner Crommie moved to approve Resolution #2013: Approval of temporary, exempt, and non-Civil Service appointments and separations for the month of March 1995.

ACTION: Unanimously approved

VII. **President's report**
Commissioner Walter Jebe, Sr., Vice President

Ed McBride, Director of Support Services, reported that 130 new library staff appointees have been fully processed, and that 82 individuals have been appointed but not yet processed. He noted that three week-long orientations for new employees have been conducted.

In response to questions from Commissioner Wechsler and Vice President Jebe, Mr. McBride explained that some positions are open because the previous incumbent has been promoted; he noted that the library continues to experience difficulty in filling parttime and bilingual entry-level librarian positions.

Marcia Schneider, Acting Chief of Branches, announced that the library has received 135 acceptances of job offers for the 137 positions for which interviews have been held. She indicated that recruitment will continue for an unfilled position with the branches' extension services, and that options are being examined for a position in which the incumbent is on extended leave.

The Acting Chief of Branches provided the Commission with a tentative schedule for extending service hours at the branches but cautioned that the new hours are dependent upon being able to process new staff appointees. She added that Portola Branch will not be able to implement extended hours in its temporary site.

Ms. Schneider expressed appreciation to the Neighborhood Council and Friends of the Library for planning the outreach campaign to inform the community of the library's new hours, and to Andrew Grimstead for arranging with Wells Fargo to underwrite the cost. She announced that cards and fliers for the new hours will also be placed on Muni buses and distributed throughout the public schools.

In response to a question from Commissioner Zivic, Ms. Schneider acknowledged that distribution of the public announcements will precede the implementation of extended hours at some branches.

In response to questions from Commissioner Wechsler, Mr. McBride affirmed that if the library receives personnel requisitions as anticipated, and Human Resources is able to process appointments as scheduled, the extended hours resulting from the passage of Proposition E should be implemented by the end of the first week of May.

Commissioner Wechsler requested that staff prepare a report for the Commission indicating the number of books in the branches last fall, the number of books now, the

number on order, and the classifications of the materials.

Commissioner Gee emphasized the importance of ensuring that enhanced library operating hours would be in place by the end of the first or second week of May.

Vice President Jebe reminded staff that implementation of library schedules is vital because of the public outreach efforts being made, and he expressed gratitude to the Friends, Local 790, and Wells Fargo for their leadership in alerting San Franciscans of the increased library service that the charter amendment is providing.

VIII. City Librarian's report

Kenneth E. Dowlin, City Librarian

Mr. Dowlin reviewed the library's FY 1994/95 budget, including revenues from the general fund and children's amendment, and the supplemental appropriations that were received from the library preservation fund created by Proposition E. The City Librarian recalled the Controller's recalculation of the baseline budget, and the Mayor's office's instructions to include in the 1995/96 budget the expense of operating the New Main Library from its opening in March 1996 through the final four months of the fiscal year.

Mr. Dowlin recollected his directions to staff to prepare a budget for operating the New Main that represented a $600,000 payment for the computer lease; $300,000 increase for Operations and Maintenance; and $300,000 increase for Main staffing. He indicated that review of this $1.2-million increase did not appear to provide for operating the New Main at the level envisioned by the public, and that by incorporating requests from the departments he revised the budget into the proposal being presented to the Commission. He noted that the request being submitted was a reduction from the levels requested by the library's chiefs and managers, but that he believed the proposal is adequate for opening the New Main and operating the library system.

In response to concerns expressed by Commissioners Zivic and Wechsler, the City Librarian described the proposed increases of $285,527 for the Main Library, $447,287 for Operations and Maintenance, and $721,963 for Support Services.

In response to a question from Commissioner Zivic, Mr. Dowlin explained that funds to provide for an assistant to the City Librarian were included in the Support Services request and placed the annual salary plus benefits at $71,579.

In response to inquiries from Commissioners Crommie, Wechsler, and Zivic, Mr. Dowlin explained that some of the amounts calculated in the budget documents, such as services from other departments, were annualized, while others, such as increases in staffing for Operations and Maintenance, were for four months.

In response to questions from Commissioner Wechsler, Mr. Dowlin indicated that the "Unfunded Programs List" was the result of a previous request to enumerate desirable programs, equipment, and staff without regard to funding.

Commissioner Wechsler expressed apprehension that a number of items listed as unfunded are vital to the successful operation of the library. Mr. Dowlin responded that the list of items exceeded $13-million, and that the proposed budget before the Commission represented an affordable and accomplishable plan for operating the Public Library.

The City Librarian stated that the library would seek outside support for some of the projects included in the "Unfunded Programs List," and offered as an example the proposed television studio for the New Main Library. Mr. Dowlin asserted that the library would not fund the TV studio, and that the program would not be implemented if donor funding could not be obtained. He added that the list of unfunded programs was compiled by requesting that the chief librarians and department managers designate programs, positions, and capital items they would seek if unlimited library funding were available. He cautioned against using the resulting "Unfunded Programs List" as a budget document and expressed confidence that the budget request he was proposing would successfully operate the New Main and branch library system.

Commissioner Zivic expressed dissatisfaction that the budget presentation did not clearly delineate amounts calculated for an entire year from those that were for four months.

Commissioner Crommie concluded that the budget proposal being recommended met the essential requirements for operating the library system, and Commissioner Streets suggested that the list of unfunded programs would prove more useful to the Commission in determining the library's vision than in formulating its budget.

In response to concerns expressed by Commissioner Wechsler, the City Librarian recounted the various reserve levels projected in the budget proposal.

In response to a question from Commissioner Wechsler, the City Librarian explained that the library is currently spending $640,000 a year for periodicals.

In response to a question from Commissioner Crommie, both Mr. Dowlin and Richard Walsh, Director of Operations and Maintenance, agreed that the increased amounts being requested for services from other city departments are justified. Mr. Walsh cited actual increases in costs for light, heat, and power for the New Main, as well as raises in rent for leased branch sites and funding for toxic abatements.

In response to a question from Commissioner Zivic, the City Librarian stated that

foreseeable increases in personnel costs are included in the budget, although the results of subsequent citywide collective bargaining agreements cannot be projected.

In response to a question from Vice President Jebe, Mr. Dowlin explained the timelines involved in city departments' budget requests.

Betty Hue, Assistant Finance Director, offered clarification on SEIU contractual salary increases.

In response to a question from Vice President Jebe, Mr. Dowlin stated that Congress has determined not to rescind Project Read funding this year, and he indicated that although possible federal and state funding reductions may have an effect on the overall city budget, it does not appear that they will have a significant impact on the library.

In response to concerns expressed by Commissioner Wechsler, Mr. Dowlin confirmed that the New Main Library and branch system can operate efficiently on the budget being recommended to the Commission.

Commissioner Crommie noted that a number of variables exist in the budget, including the presumption that the library's income will not vary over the next several years, and that she would have preferred a larger reserve although she was prepared to support the budget recommendation.

MOTION: Commissioner Wechsler moved to approve the amendment, represented by Option B, to the library's FY 1995/96 budget request.

Ms. Kashuba urged the Commission to ensure that it is provided with both sufficient information and time to make informed decisions.

ACTION: Unanimously approved

At the request of the City Librarian, the report on special centers at the New Main Library was postponed.

IX. Finance Committee report
Commissioner Norman Wechsler, Chair

Commissioner Wechsler and Mr. McBride introduced Resolutions #2015 and #2016, authorizing the library to apply for federal grant funds.

Motion: Commissioner Crommie moved to approve Resolution #2015: Authorizing the San Francisco Public Library to apply for $600,000 in grant funds available through the United States Department of Commerce, National Telecommunications and

Information Administration (NTIA), Telecommunications and Information Infrastructure Assistance Program (TAP) to broaden, leverage and further develop the "San Francisco Connection: Online Human Services Catalog for the City and County of San Francisco" to improve access to knowledge, resources and City information services; waiving indirect costs.

In response to a question from Commissioner Zivic, Mr. McBride defined indirect costs that the city charges to grants and explained the library's request for the charges to be waived.

ACTION: Unanimously approved

MOTION: Commissioner Crommie moved to approve Resolution #2016: Authorizing the San Francisco Public Library to apply for $611,000 in grant funds available through the National Science Foundation, Networking Infrastructure for Education Program to develop, test and integrate innovative applications for digitization, telecommunications and networking technology to improve access to knowledge, resources and City information services; waiving indirect costs.

ACTION: Unanimously approved

X. **Building and Facilities Committee report**
Commissioner Walter Jebe, Sr., Chair

A. Kathy Page, Chief of Facilities Development, reported on construction of the New Main Library. She indicated that the library now plans for the opening of the New Main to coincide with National Library Week in April 1996. Ms. Page disclosed that the New Main's skylight has been installed and water-damaged drywall is being removed. She described mock-ups of the casework and stated that actual casework installation will begin during the summer. The Chief of Facilities Development reported that the contract to provide systems furniture is being returned to bid, and library staff is working with the Purchasing Department to simplify the specifications.

In response to a question from Commissioner Streets, Ms. Page explained that the Chief Administrative Officer set aside $1-million of the New Main's contingency fund to cover possible claims against the project. She anticipated that change orders would remain within the amount allocated in the construction budget.

Commissioner Jebe stated that he makes a monthly tour of library construction sites with DPW personnel.

B. The presentation of furniture and fixtures selected for the New Main was

postponed until the May Commission meeting.

C. Todd Cockburn, City Engineer, reported that Chinatown Branch renovation is approximately 25% complete. Mr. Cockburn provided a Chinatown Branch Library Renovation Project fact sheet, dated March 28, 1995, and copies of the seismic-retrofit program spreadsheets that were distributed at the March 16, 1995, Building and Facilities Committee meeting.

In response to a question from Commissioner Wechsler, the City Engineer estimated the completion of Chinatown Branch renovation between December 1995 and March 1996.

Mr. Cockburn responded to an inquiry from Ms. Kashuba regarding calculations in the spreadsheets.

D. Richard Walsh, Director of Operations and Maintenance, explained difficulties with the present site of Ocean View Branch and cited a memorandum that he had provided the previous week to members of the Commission, including an article from the *Los Angeles Times* regarding the religious organization that owns the building under consideration for possible relocation of Ocean View Branch.

At Commissioner Crommie's suggestion, Mr. Walsh agreed to contact the owner of the liquor store that was the branch's neighbor at the current site. The commissioner expressed concern regarding possible branch relocation to Sagamore Street.

Mr. Walsh estimated the library's share of costs for altering the Sagamore Street site to serve as a library branch to be $10,000. Vice President Jebe recalled that the owner of the current branch has refused to maintain the roof and has ignored the library's requests for proper upkeep. He noted that the religious organization that owns the Sagamore Street site has developed a youth center upstairs and a basketball court outside.

Jack Coll, retired librarian, noted that he had worked at Ocean View Branch on several occasions and that the liquor store next door had been a nuisance.

Mr. Ware stated that a number of Ocean View neighborhood leaders support the library at the current site.

Vice President Jebe expressed concern regarding the cost of ADA compliance at the current branch location and voiced support for seeking community involvement.

The City Librarian added that he agreed with Mr. Walsh's previous recommendation to hold a community meeting in Ocean View. Mr. Dowlin pointed out that the library's budget included only $50,000 for both rent and upgrades for Ocean View Branch.

Ed Regan, library patron, suggested that the Sagamore Street site would be an improvement over the current location, but encouraged the Commission to consider building a branch library in Ocean View.

Vice President Jebe offered to hold a meeting of the Building and Facilities Committee in Ocean View neighborhood. In response to concern expressed by Commissioner Crommie, library staff agreed to contact the owner of the liquor store prior to scheduling a community meeting.

Commissioner Streets requested additional information regarding the organization that owns the Sagamore Street building.

E. Mr. Cockburn summarized bond funding for branch library renovation, including the 1988 Library Bond and the Earthquake Safety Program (ESP) II. The City Engineer reminded the Commission of the structural ratings for seismic hazard, with four being the most dangerous, and indicated that the priority for ESP II-funded renovation is seismic, not programmatic or accessibility compliance. He projected a $14-million shortfall if all branches were seismically renovated and suggested that an ESP III bond issue may appear on the ballot in March 1996.

In response to a question from Commissioner Streets, Mr. Cockburn explained that Mission Branch, with seismic rating of three, is being renovated before Richmond Branch, with seismic rating of four, because Mission Branch was included in the 1988 Library Bond which is not driven by seismic consideration.

Ms. Page recalled that the Library Commission earlier had set a list of priorities for branch renovation which placed Mission Branch before Richmond.

In response to a question from Commissioner Streets, the City Engineer stated that the library does not have sufficient funding available to seismically upgrade all of the structures rated four. He indicated that Noe Valley Branch, which would require approximately $2.5-million for renovation, is unfunded.

Commissioner Streets expressed concern regarding the library's obligation to Noe Valley Branch. Mr. Cockburn stated that the DeYoung Museum board of trustees strengthened the DeYoung's existing structure in an attempt to move it from seismic four rating to three. He expressed doubt that a practical means for such amelioration existed for Noe Branch and stated that another option would be to

close the current branch and relocate to a temporary site.

Commissioner Streets noted that the library would have had funds available for Noe Valley Branch except for the cost overrun of Chinatown Branch renovation, and she emphasized the need for the Library Commission to continue examining the issue and obtain the resources to safeguard the public at Noe Valley Branch.

The City Engineer suggested that some funding might be available from residual bond money at the completion of the New Main, although he did not anticipate that it would not be sufficient to cover the magnitude of work needed for Noe Valley renovation.

In response to a question from Commissioner Jebe, Mr. Cockburn agreed to meet with Mr. Walsh to discuss possible structural examination of Ocean View Branch and the Sagamore Street site.

Mr. Cockburn pointed out that DPW has set money aside in the branches' renovation funds in order to provide for structural verification.

Ms. Page requested clarification as to whether the $2.397-million estimate for Noe Valley Branch is for renovating the current facility or rebuilding, and she inquired about the assumptions determining which structures will be rebuilt. Mr. Cockburn responded that the plan is essentially to rebuild Noe Valley Branch while maintaining the facade and historical character of the building, and he specified that this accounts for considerable cost. He indicated that in the future he will recommend that new structures be constructed if the cost if less than renovation of the current building. Mr. Cockburn stated that the issue being discussed is actually citywide, and that decisions must be reached that reflect the understanding that bringing older buildings into compliance with modern codes is more expensive than constructing new buildings.

Ms. Page noted the Commission will eventually be confronted with determining whether to maintain the facade of Noe Valley Branch at the expense of renovating another branch or erecting a functionally equivalent building for less money.

Mr. Cockburn suggested discussion of policy direction by the Library Commission prior to the initiation of detailed architectural design.

In response to questions from Commissioner Wechsler, Ms. Page spoke in support of functionality. She suggested determining seismic risk at branches and, if severe, renting a temporary site and rebuilding.

Commissioner Jebe agreed that the Commission should carefully examine its

options, and referred to DPW opinions that the library has already spent more for renovating the existing structure at Chinatown Branch than demolition and a new building would have cost.

Ms. Kashuba expressed concern about cost overruns and errors in earlier seismic ratings of branch buildings.

In response to an inquiry from Richard Hawthorne, retired librarian, the City Engineer offered clarification regarding the seismic-risk classifications of structures.

Ms. Vose described the difficulty of offering modern library service in turn-of-the-century buildings.

Mr. Regan recommended offstreet parking be provided at branches.

XI. Planning Committee report
Commissioner Karen Crommie, Chair

A. Commissioner Crommie introduced Resolution #2014 requesting amendment of the Administrative Code to permit the library to accept bank cards for the payments of fines and fees.

In response to a question from Commissioner Zivic, Mr. Dowlin explained that charges from the credit card companies would be deducted from the revenues collected; however, he stated, the use of bank cards prevents costs incurred by receiving bad checks

In response to questions from Commissioners Streets, Wechsler, and Jebe, Mr. Dowlin explained that the library would ensure preauthorization for electronic services, and that point-of-sale terminals will be installed at branch libraries.

MOTION: Commissioner Crommie moved to approve Resolution #2014: Request that the Board of Supervisors amend Section 10.11-2, Chapter 10, Article 1, San Francisco Administrative Code, by authorizing the Library Commission to accept credit cards or automatic teller machine cards ("ATM") for the payment of fees and charges.

ACTION: Unanimously approved

B. Commissioner Crommie described difficulties with the current phone service at branch libraries. She recalled the report Mr. McBride made to the Planning Committee suggesting that the library provide a single phone number and have

operators or electronic-service menus route calls, providing at all times the option to speak to a library staff member. She noted, however, that no change in present service is possible until the move to the New Main Library.

C. Commissioner Crommie reported that Carol Brown has been appointed as a consultant to assist with the relocation plan for the move to the New Main. The commissioner estimated the cost of Ms. Brown's work relating to the move at $5,000 to $8,000, and noted that the consultant will also perform other duties which are not represented in that figure.

Commissioner Crommie indicated that the library plans to go to bid this summer for a contract with a moving company, and that the actual move is anticipated to begin in January and take six to eight weeks.

Commissioner Crommie related that the Library Foundation has appointed a consulting team from O'Brien-Kreitzberg to support staff in developing a schedule and process for moving into and operating the New Main. The commissioner introduced Leo Sumner, project manager, who was in attendance, and she briefly described the accomplishments of Kevin Campbell and Gloria Stockton who are members of the consulting team.

In response to a question from Commissioner Wechsler, Mr. Sumner informed the Commission that O'Brien-Kreitzberg and the Library Foundation are negotiating for consulting services that will extend through June 1996.

Mr. Sumner indicated that monthly reports will be provided to the Commission, and agreed to Commissioner Wechsler's request to provide a summary of the consultants' reporting responsibilities.

In response to an inquiry from Commissioner Crommie, Mr. Sumner stated that the projected term for the consulting team's services is one year and four months.

In response to Commissioner Streets' question regarding the steering committee envisioned in O'Brien-Kreitzberg's contract proposal, Mr. Sumner indicated that Sherry Thomas, Executive Director of the Library Foundation, is assembling the group. Mr. Dowlin stated that the proposal is being discussed with the Mayor's office, foundation board, and library staff to ensure obtaining broad representation. He added that current plans are for the steering committee to meet weekly, and he anticipated that the committee would consist of five to six individuals, and that a member of the Commission will be involved.

D. Commissioner Crommie announced that the Library Foundation has appointed an events coordinator to oversee opening celebrations for the New Main. The

commissioner reported that plans are underway for tours and special celebrations for donors, a public grand opening with events running for two weeks, and high profile activities during 1996 to highlight the upgrade of the city's library services. She recounted that the committee for opening events is co-chaired by Charlotte Swig and Steven Coulter. Commissioner Crommie described proposals for public outreach and publicity for the New Main Library and indicated that the committee is seeking corporate sponsors for the celebration.

Commissioner Crommie and the City Librarian announced that the Library Foundation and Friends of the Library have jointly funded a consultant to evaluate and differentiate the work of both organizations and facilitate development of a memorandum of understanding between them.

Commissioner Crommie stated that the opening of the New Main is currently scheduled for Thursday, April 16, 1996.

E. Commissioner Crommie related that 627 people used the Main Library on its first open Sunday, March 19, and she expressed pleasure that 300 people attended the Bernal Branch celebration of its newly extended hours.

F. The commissioner indicated that she has requested copies of bylaws from other city commissions and will present procedural options at the next meeting of the Planning Committee to ensure that members of the Commission have full participation in electing officers.

XII. Librarians' Guild report

No report

XIII. New business

In response to questions from Commissioner Wechsler, Mr. Dowlin stated that remarks from the public at Commission meetings are discussed by staff and appear in minutes of the meetings. Commissioner Streets suggested that Commissioner Wechsler's concern regarding follow up on public comment be referred to the Planning Committee for discussion.

XIV. Adjournment

On Commissioner Zivic's motion, the April 4, 1995, special meeting of the San Francisco Public Library Commission was adjourned at 8:38 PM.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

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4/2/95

NOTICE OF COMMISSION MEETING

The San Francisco Public Library Commission will hold a meeting as follows:

DATE: **Tuesday, May 2, 1995**

TIME: **4:30 PM** (Note Time Change)

PLACE: **Lure Room, Main Library**
Civic Center

AGENDA:

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1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CLOSED SESSION**

   Closed Session to discuss quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54957.

   Pursuant to section 66.14 of the Sunshine Ordinance the Library Commission shall vote whether to disclose to the public any portion of its Closed Session discussion which is not confidential.

5. **PUBLIC COMMENT**

6. **APPROVAL OF REGULAR COMMISSION MEETING MINUTES OF APRIL 4, 1995**

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

7. **APPROVAL OF CONSENT CALENDAR**

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

A. **Adoption of Resolution #2017:** Approval of temporary exempt and non-civil service appointments and separations for month of April, 1995

8. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

A. Presentation and possible action on the Fulton Street Mall proposal

B. Report on the number of books added to the collections under Proposition E

9. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin

A. Summary of FY 1995/96 budget

B. Report on special centers at the New Main Library

C. Discussion and possible action on the recruitment process for the position of Secretary of the Library Commission

D. Briefing on the InfoExpress service

E. Briefing on an interactive computer information kiosk

9. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

A. **Adoption of Resolution #2018:** Authorizing the sale of surplus property left to the San Francisco Public in the estate of Mr. John Fortunio

B. **Adoption of Resolution #2019:** Authorizing the San Francisco Public Library to expend $400,000 for fiscal year 1995/96 from revenues accrued in the Fuhrman Fund, funds to be expended for the purchase of materials in the field of economics and political science

10. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Walter G. Jebe, Sr., Chair

A. Presentation of furniture and fixtures selected for New Main Library

B. Update on status of New Main Library work in progress

C. Update on Branch Libraries work in progress

D. Briefing on the possible expansion of Ocean View Branch Library

E. Update on activities and reporting responsibilities of consultant O'Brien-Kreitzberg and Associates

11. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. Briefing on the Library's extended service hours

B. Briefing on the move to New Main Library

C. **Adoption of Resolution #2020:** Authorizing the San Francisco Public Library within two years shall schedule the installation of enhanced signage for access to the Branch Library system (directional signs, building signs and program/hours signs)

12. **LIBRARIANS' GUILD**

13. **NEW BUSINESS**

14. **MEETING REVIEW**

15. **ADJOURNMENT**

4/25/95

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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City and County of San Francisco
Public Library Commission

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Mayor

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JAN ZIVIC
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City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Preliminary minutes of the regular meeting of Tuesday, May 2, 1995

The San Francisco Public Library held a regular monthly meeting on Tuesday, May 2, 1995, in the Lurie Room, Main Library.

Call to order: 4:31 PM

Roll call: The following members were noted present: Commission President James Herlihy; Vice President Walter Jebe, Sr.; Commissioners Karen Crommie; Fran Streets; and Norman Wechsler. Commissioner Jan Zivic was excused.

Closed session: Pursuant to Government Code Section 54957, the Commission met in closed session to discuss the quarterly performance of the City Librarian. Closed session began at 4:32 PM.

At 6:05 PM, President Herlihy reconvened the public portion of the meeting and cited Section 66.14 of the city's Sunshine Ordinance which requires the Commission to vote whether to disclose to the public any portion of its closed session discussion which is not confidential.

Disclosure vote regarding discussion in closed session: On Commissioner Crommie's motion, the Commission voted unanimously to disclose no portion of its discussion.

Public comment: Timothy Gillespie, Public Access Project, expressed concern regarding the chair's request that public comments be brief. Mr. Gillespie noted that the Commission meeting was scheduled for 4:30 PM instead of 5:30, and he stated that the Administrative Code requires that meetings at a time other than the ordinary require notice as special meetings.

President Herlihy pointed out that the meeting's first one and one-half hours were in closed session, and agreed to review Mr. Gillespie's concerns with the City Attorney's office. He added that his remarks regarding brevity of comment were an attempt to manage time, and that anyone could speak for up to three minutes during the public comment period and prior to Commission votes on action items.

Landis Whistler, member of the public, claimed that the Commission violated Section 67.17 (d)

of the Sunshine Ordinance at the meeting of January 26, 1995.

The Commission President stated that Mr. Whistler could proceed with his comments and called upon him to observe the rules of propriety, and Mr. Whistler read a statement. In an exchange with President Herlihy, Mr Whistler complained of discrimination and stated that closed sessions should occur at the end of Commission meetings.

Ed Regan, library patron, requested that the Commission consider opening all branches on Sundays and Mondays.

In response to an inquiry from Mr. Gillespie, President Herlihy explained that the Commission hears comment at the beginning of meetings in order for the public to address non-action items on the agenda, as well as permitting public comment prior to votes on action items. He stated that the format culminated from extensive discussion with the City Attorney's office, and noted that the Commission would continue with the public-comment process now in place until advised differently.

Approval of minutes: On Commissioner Jebe's motion, the Commission unanimously approved the minutes of the regular meeting of April 4, 1995, as circulated.

Approval of Resolution #2017: On Commissioner Jebe's motion, the Commission unanimously approved the temporary, exempt, and non-Civil Service appointments and separations for the month of April 1995.

Action endorsing Planning Department's application to develop plan for a pedestrian mall for Fulton Street: On Vice President Jebe's motion, the Commission unanimously endorsed the Planning Department's application to the Transportation Authority for funds to hire a parttime planner to develop a conceptual plan for a pedestrian mall for Fulton Street.

Mr. Whistler spoke in support of the motion.

John Barbie, vice president of Victorian Alliance, expressed support for the motion and suggested that the Planning Department consider a design contest for the Fulton Street mall.

Action authorizing sale of surplus property: On Commissioner Wechsler's motion, the Commission unanimously approved Resolution #2018: Authorizing the sale of surplus property left to the San Francisco Public Library in the estate of John Fortunio.

Returning Resolution #2019 to Finance Committee: At Commissioner Jebe's request, Resolution #2019: Authorizing the San Francisco Public Library to expend $400,000 for FY 1995/96 from revenues accrued in the Fuhrman Fund; funds to be expended for the purchase of materials in the fields of economics and political science, was returned to the Finance Committee for reconsideration.

Approval of Resolution #2020: On Commissioner Crommie's motion, the Commission unanimously approved Resolution #2020: Authorizing the San Francisco Public Library within two years to schedule the installation of enhanced signage for access to the branch library system (directional, building, and program/hours signs)

Rachel Ellis, Friends of the Library, spoke in support of the resolution.

Mr. Regan, library patron, urged installation at all branch libraries of signs similar to the one currently at Parkside Branch.

Adjournment: On Commissioner Jebe's motion, the Commission by unanimous vote adjourned at 8:13 PM in memory of library employees Peter Lee and Debby Jeffery.

City and County of San Francisco
Public Library Commission

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City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, May 2, 1995

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, May 2, 1995, in the Lurie Room, Main Library.

I. Call to order

The meeting was called to order at 4:31 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. Roll call

The following members were noted present: President Herlihy; Commission Vice President Walter Jebe, Sr.; Commissioners Karen Crommie; Fran Streets; and Norman Wechsler. Commissioner Jan Zivic was excused.

III. Closed session

A. President Herlihy announced that the Commission would be meeting in closed session, pursuant to Government Code Section 54957, to discuss the quarterly performance evaluation of the City Librarian. Closed session began at 4:33 PM.

B. At 6:05 PM, President Herlihy reconvened the public portion of the meeting and cited Section 66.14 of the city's Sunshine Ordinance which requires the Commission to vote whether to disclose to the public any portion of its closed session discussion which is not confidential.

MOTION: Commissioner Crommie moved that the Commission disclose no portion of its discussion.

ACTION: Unanimously approved

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IV. Public comment

Timothy Gillespie, Public Access Project, expressed concern regarding the chair's request that public comments be brief. Mr. Gillespie noted that the Commission meeting was scheduled for 4:30 PM instead of the usual meeting time of 5:30, and he stated that the Administrative Code requires that meetings convening on a date or time out of the ordinary require notice as special meetings.

President Herlihy pointed out that the meeting's first one and one-half hours were in closed session, and agreed to review Mr. Gillespie's concerns with the City Attorney's office. He added that his remarks regarding brevity of comment were an attempt to manage time, and that anyone could speak for up to three minutes during the public comment period and prior to Commission votes on action items.

Landis Whistler, member of the public, claimed that the Commission violated Section 67.17 (d) of the Sunshine Ordinance at the meeting of January 26, 1995.

The Commission President invited Mr. Whistler to proceed with his comments and called upon him to observe the rules of propriety. Mr. Whistler read a statement and complained of discrimination. He urged that in the future closed sessions be scheduled at the end of Commission meetings.

Ed Regan, library patron, requested that the Commission consider opening all branches on Sundays and Mondays.

In response to an inquiry from Mr. Gillespie, President Herlihy explained that the Commission hears comment both at the beginning of meetings and prior to votes on action items. He stated that this format was developed through extensive discussion with the City Attorney's office to ensure that the public can address both information and action items on the agenda, and noted that the Commission would continue with the public-comment process now in place until advised differently.

V. Approval of minutes

MOTION: Commissioner Jebe moved to approve the minutes of the regular Commission meeting of April 4, 1995, as circulated.

ACTION: Unanimously approved

VI. Approval of consent calendar

MOTION: Commissioner Jebe moved to approve Resolution #2017: Approval of temporary, exempt, and non-Civil Service appointments and separations for the month

of April 1995.

ACTION: Unanimously approved

VII. President's report
Commissioner James Herlihy, President

A. President Herlihy welcomed James Haas, Chair of Civic Pride, which Mr. Haas described as an organization which advocates for rehabilitation and completion of Civic Center. Mr. Haas reported that, at the request of Civic Pride, the Planning Department has developed a proposal to seek funding from the Transportation Authority to prepare planning guidelines for converting Fulton Street between the New Main and current library building into a pedestrian mall.

Mr. Haas requested that the Library Commission endorse the proposed study, and stated that the Planning Department seeks to assign a parttime planner to the project. He added that no source of funding for constructing the mall has been identified, and he recommended approaching the project incrementally and maintaining the initial focus on planning.

In response to questions from the chair, Mr. Haas stated that a description of Civic Pride's request has been forwarded to the City Librarian and Commission President, and he indicated the schedule for presenting the proposal to the Transportation Authority.

In response to a question from Vice President Jebe, Mr. Haas clarified that the action he was seeking was for the Library Commission to endorse the Planning Department's application to the Transportation Authority for funds to hire a parttime planner to work with the community to develop a conceptual plan for a pedestrian mall for Fulton Street.

In response to a question from Commissioner Crommie, Mr. Haas stated that the amount being requested from the Transportation Authority is $17,000 and reaffirmed that this represents only the development of a conceptual plan and design guidelines.

In response to a question from Commissioner Wechsler, Mr. Haas explained that the amount being requested would be paid from sales-tax money for transportation projects administered by the Transportation Authority, which is the Board of Supervisors.

President Herlihy voiced support for the project which he characterized as a benefit to the New Main, the Asian Art Museum, and Civic Center as a whole.

In response to Vice President Jebe, Mr. Haas stated that the Planning Department is working on a draft plan for Civic Center but noted that no funding is attached.

MOTION: Vice President Jebe moved that the Library Commission endorse the Planning Department's application to the Transportation Authority for funds to hire a parttime planner to develop a conceptual plan for a pedestrian mall for Fulton Street.

In response to an inquiry from Commissioner Crommie, Chief of Facilities Development Kathy Page expressed staff support for the proposal being presented by Mr. Haas.

Mr. Whistler spoke in support of the motion.

John Barbie, Vice President of the Victorian Alliance, expressed support for the motion and suggested that the Planning Department consider a design contest for the Fulton Street mall.

ACTION: Unanimously approved

B. Nancy Musser, Chief of Technical Services, reported that, at the end of the third quarter of the fiscal year, Technical Services had processed a total of 113,323 books, videotapes, audiocassettes, and compact disks. Ms. Musser indicated that this total already represents more than double the number which had been processed by the end of the third quarter of the previous fiscal year, and that an additional $500,000 of materials are ordered but not yet received. Ms. Musser informed the Commission that ordering of materials continues, that another five subject lists are scheduled to appear, and that the library will meet its acquisition goals for the year.

VIII. City Librarian's report
Kenneth E. Dowlin, City Librarian

A. The City Librarian reported that he has not yet received from the Mayor's office a reply regarding the library's budget request for FY 1995/96. In response to a question from Commissioner Streets, Mr. Dowlin stated that nothing at the current time indicates that either the Mayor or Board of Supervisors will make significant changes to the budget approved by the Commission.

B. Mr. Dowlin provided copies of a handout showing the cluster organization of the branch system and the layout of departments and centers for the New Main Library. Using overhead projections, the City Librarian emphasized that the Main Library provides not only technical and administrative support for the entire

library system, but also serves as the neighborhood branch for the Tenderloin, Civic Center, downtown including daytime commuters, Russian Hill, South of Market, and Hayes Valley.

Noting that the organization of the New Main remains a work-in-progress and that some refinement will be made to the plan being presented, Mr. Dowlin provided an overview of the layout of the building's six stories and one lower level. He pointed out that the Children's Services area on the second floor represents one of the largest in the nation and is larger than any one of the current branches now in the library system. Mr. Dowlin explained that on the fifth floor, the magazine and newspaper section will also include the microfilm readers, printers, and back issues, in order to centralize the services and resources. He commented that the building is designed so that the same reference and service points exist on each floor. The City Librarian stated that the opening of the New Main Library will increase systemwide floor space by 61% with only a 7% increase in budget.

In response to a question from Commissioner Streets, Mr. Dowlin stated that the Spanish/Latino affinity group used the community rooms in the New Main as the focus for its fundraising, rather than a center, and that the Spanish-language collection would be contained in the international-languages center.

C. Mr. Dowlin announced that the Commission Assistant Donna Marion has transferred to the library's Personnel office. The City Librarian explained that he is unable to predict when the requisition for the Commission Secretary's position will be clear, and he introduced to the Commission Kathleen Murray, Personnel Officer.

In response to a question from Commissioner Crommie, Ms. Murray explained that Richard Walsh has been classified as Commission Secretary for 15 years, although during that time the duties that he actually performs changed to the point that the work of administratively supporting the Commission was assigned to Ms. Marion. The Personnel Officer noted that in order to correct this anomaly, the library is seeking simultaneously to appoint Mr. Walsh to an appropriate position which reflects his actual responsibilities and to make the Secretary's requisition available for the Commission to fill.

In response to questions from Commissioner Streets, Ms. Murray indicated that the library continues to negotiate with the Department of Human Resources for an appropriate classification for the Director of Operations and Maintenance. She explained that since Ms. Marion's transfer is internal to the library, considerable flexibility exists in the length of time that she can continue to perform Commission-related work.

In response to President Herlihy's request, Vice President Jebe, Commissioner Streets, and Commissioner Wechsler expressed willingness to serve on an ad hoc Personnel Committee which Commissioner Streets volunteered to chair.

MOTION: Commissioner Jebe moved that the Commission establish an ad hoc Personnel Committee.

Mr. Whistler expressed appreciation to Ms. Marion for the assistance she has provided during her tenure as Commission Assistant.

ACTION: Unanimously approved

D. Mr. Dowlin recalled that Commissioner Crommie requested additional information regarding InfoExpress, and Roberto Esteves, Assistant Chief of Main and manager of the service, provided an update. Mr. Esteves stated that in October 1994 the Commission approved expedited reference service, now operating as InfoExpress. He reported that InfoExpress currently offers reference service for San Francisco municipal-government departments, and cited other cities in which the public library offers municipal or corporate reference services.

In response to a question from Commissioner Crommie, Mr. Esteves stated that although InfoExpress has only been available for one and one-half weeks, it already receives between 10 and 20 service requests per day, the majority of which are for delivery of documents.

The City Librarian announced that staff will propose at the next meeting of the Finance Committee a fee structure for mediated reference service. Mr. Esteves added that InfoExpress provides reference service to other city departments without charge, and that the fees that will be proposed will be for businesses and the public.

In response to requests from President Herlihy and Commissioner Wechsler, Mr. Esteves promised to provide information regarding the service prices and revenues of other jurisdictions offering similar fee-based reference services.

Commissioner Crommie cautioned that offering fee-based service in a public library raises both ethical and logistical questions, and she sought assurance that service to non-paying patrons would not be negatively affected. Mr. Esteves responded that staff working on fee-based services would be paid from funds generated by those services, and that public-service staff would not be diverted from their regular service duties.

In response to Commissioner Crommie's inquiry regarding the library subsidizing

service to city government, Mr. Dowlin explained that the library already provides a significant amount of research assistance to city departments, and he predicted that the service would be more efficiently managed if it were centralized and tracked.

E. Ed McBride, Director of Support Services, provided an overview of interactive computer kiosks. He indicated that Joanne Winship, Director of the Art Commission, entered into discussions with the library regarding information kiosks that the Art Commission is charged with obtaining as part of the Decaux contract. He informed the Commission that the Public Library currently offers a prototype of a multimedia kiosk on the third floor, and that the library, as part of its National Telecommunications and Information Administration grant, will have funds next year to introduce nontraditional workstations to the public.

In response to questions from Commissioner Crommie, Mr. McBride disclosed that the Art Commission is a partner with the library for a federal grant and has requested that the library share information regarding available computer-kiosk technology. He described the kiosks provided for in the Decaux contract and stated that interactive computer terminals are planned for five of them. Mr. McBride emphasized that although the library is sharing information with the Art Commission, the library has made no commitment to obtain kiosks.

IX. Finance Committee report
Commissioner Norman Wechsler, Chair

A. Commissioner Wechsler introduced Resolution #2018: Authorizing the sale of surplus property left to the San Francisco Public Library in the estate of John Fortunio.

Richard Walsh, Director of Operations and Maintenance, recalled prior Commission approval accepting the legacy bequeathed to the Public Library. Mr. Walsh pointed out that the Fortunio will provided one-third of the estate to Laguna Honda Hospital, one-third to the AIDS ward of San Francisco General Hospital, one-sixth to the University of San Francisco, and one-sixth to the San Francisco Public Library. He indicated that the estate now consists of a four-unit apartment building located at 2110-2112 Pine Street, a one-half interest in a four-unit apartment building at 365 Haight, and approximately $350,000 in cash. He reported that each property has a loan secured by a first deed of trust, and the total equity for the properties is in excess of $450,000. He informed the committee that the Fortunio will specifies that the Public Library will use its proceeds from the estate to purchase books, make capital improvements, improve physical plant, or purchase audiovisual equipment. Mr. Walsh noted that the city's Director of Property has requested that the Health Commission and Library Commission adopt

resolutions authorizing the Real Estate Department to sell the properties as surplus.

MOTION: Commissioner Wechsler moved approval of Resolution #2018.

ACTION: Unanimously approved

B. Commissioner Wechsler introduced Resolution #2019: Authorizing the San Francisco Public Library to expend $400,000 for fiscal year 1995/96 from revenues accrued in the Fuhrman Fund; funds to be expended for the purchase of materials in the fields of economics and political science. The commissioner expressed satisfaction at the range of business and economics-related materials that are purchased with Fuhrman money.

Nancy Musser, Chief of Technical Services, explained that the Fuhrman Fund permits the Public Library to purchase a wide array of current source materials, many of which are expensive, and simultaneously frees general resources for systemwide use.

Ms. Musser indicated that in terms of payment of invoices, between 10 and 11 per cent of Fuhrman money was expended for branch materials. She added that in terms of overall allocation of funds--including general fund, Library Preservation Fund, and grant-funded expenditures--the division between the Main and branch system is approximately equal.

MOTION: Commissioner Wechsler moved approval of Resolution #2019.

Vice President Jebe recalled that during his previous tenure the Commission had suspended Fuhrman Fund expenditures until the trust principal exceeded $1-million, and he suggested that the library return to that policy during the current period in which the book budget is at an all-time high.

In response to questions from President Herlihy, Mr. Walsh estimated Fuhrman Fund annual revenue from leases for oil and grazing rights at $250,000, and approximately $80,000 per year return on the invested principal. He explained that the proposed authorization to expend up to $400,000 does not include any expenditure of principal, and that approximately $400,000 is available in carryover from previously authorized, but unspent, fund allocations.

President Herlihy suggested as an alternative to authorize reduced expenditures and, over a period of several years, build the Fuhrman Fund principal to $1-million. Vice President Jebe expressed preference for adding sufficiently to the principal in the current year to achieve the $1-million balance.

In response to a question from the chair, Ms. Musser voiced support for President Herlihy's suggestion and emphasized that the Commission's authorization to expend $400,000 does not require that the entire amount be spent. She reiterated that unspent money carries over to the next year. The Chief of Technical Services stated that the library spent approximately $300,000 of Fuhrman Fund proceeds last year and reasoned that a similar amount this year would permit both the augmentation of the fund's investments and the maintenance of the library's collections in political science and economics.

In response to a question from Commissioner Wechsler, both Mr. Dowlin and President Herlihy pointed out that the underlying question was to determine the appropriate amount of investment to maintain as Fuhrman principal. Commissioner Jebe cautioned that the revenue from the oil leases would vary and ultimately decline, and he encouraged the Commission to provide a prudent reserve.

In response to a question from Commissioner Streets, Ms. Musser stated that returning the matter to the Finance Committee for reconsideration would not affect the work of Technical Services inasmuch as the purchases being contemplated will not be made until the beginning of the next fiscal year, but that it would be important to have Commission authorization by the beginning of the fiscal year in order to pay for subscriptions that will become due.

By consensus, the Commission returned Resolution #2019 to the Finance Committee for reconsideration.

X. **Building and Facilities Committee report**
Commissioner Walter Jebe, Sr., Chair

A. Mr. Walsh recalled that the report from the DPW structural engineer disclosed that the Sagamore Street site being considered for possible relocation of Ocean View Branch represents a higher seismic risk than the current location. Mr. Walsh indicated that he and Acting Chief of Branches Marcia Schneider will meet with representatives of Jamestown Learning Center which has expressed interest in being considered as a site for Ocean View Branch.

In response to a question from the chair, Mr. Walsh noted that several options have been discussed, including examining the possibility of constructing a small branch on nearby park property.

In response to an inquiry from Commissioner Crommie, Mr. Walsh verified that the Real Estate Department has arranged with the landlord of the current site to have the branch's roof repaired.

B. Kathy Page, Chief of Facilities Development, reported on the selections of materials and furnishings being funded by the Library Foundation of San Francisco, and she provided handouts describing custom furniture, items to be purchased, and the New Main's round corner rooms.

Ms. Page stated that approximately $5.5-million of the foundation's $22-million budget to furnish and equip the New Main Library will be expended for movable furniture. She indicated that the $5.5-million will be divided into four contracts--custom furniture, systems furniture, standard furniture, and library equipment--and she summarized the bidding schedule for those contracts.

Ms. Page described construction plans for custom-made reader tables and workstations. She noted that the reader tables for patrons contain electrical and telecommunications outlets so that individuals with laptop computers can access the library's online catalogs and the Internet while seated at the tables.

The Chief of Facilities Development demonstrated a designer's model of the workstations for staff and described equipment capability, storage, and lighting. She exhibited a variety of fabrics selected for upholstery for staff furniture.

Ms. Page explained the color coding scheme that will be used to assist the public in locating items in the stacks, and she showed samples of carpeting selected for the New Main.

She explained the origin and design of the round corner rooms, and, in response to questions from Commissioner Wechsler, explained the process for selecting and approving options presented by the project's designers.

President Herlihy expressed appreciation to Ms. Page for her presentation, and Vice President Jebe agreed to postpone the scheduled updates on New Main and branch library construction.

C. Leo Sumner, consulting-group manager for O'Brien-Kretizberg, indicated that the consulting group is working to consolidate the various schedules for constructing, opening, and operating the New Main Library.

Mr. Sumner responded to Commissioner Wechsler's question from previous meetings regarding the reporting responsibilities of the consultant. He noted that O'Brien-Kretizberg's contract is with the Library Foundation, and that much of the work to be done is in support of library staff. Mr. Sumner described the partnership efforts that have culminated in the formation of a seven-member oversight committee that includes Commissioner Crommie, the City Librarian, four representatives from the Library Foundation, and a representative from the

Mayor's office.

In response to a question from Commissioner Crommie, Mr. Sumner projected the meeting schedule for the oversight committee.

XI. Planning Committee report
Commissioner Karen Crommie, Chair

A. Commissioner Crommie stated that the final eight library branches would initiate their extended service hours during the first week of May. Ms Schneider verified that the schedule was being met, with the exception of Portola Branch which cannot expand hours at its temporary location.

B. Commissioner Crommie reported that the library's request for proposals for the move to the New Main will be put out to bid in mid-June.

C. The commissioner introduced Resolution #2020: Resolving that the San Francisco Public Library within two years shall schedule the installation of enhanced signage for access to the branch library system (directional, building, and program/hour signs). She described the presentation made to the Planning Committee by Carol Steiman, Friends of the Library, and the comprehensive summary prepared by Mr. Walsh of the signage needed at the branches.

MOTION: Commissioner Crommie moved approval of Resolution #2020.

Rachel Ellis, Friends of the Library, spoke in support of the resolution. Ms. Ellis emphasized that during the time the Main Library is closed for the move to the New Main, many patrons will be seeking branches they have never used before, and the need for signage will be particularly important. She encouraged installing the signs as soon as possible.

Mr. Regan suggested that signs be installed at all branches similar to the one now at Parkside.

ACTION: Unanimously approved

XII. Librarians Guild report

No report

XIII. New Business

None

XIV. Meeting review

None

XV. Adjournment

President Herlihy reported the recent deaths of two staff members of the Public Library. He recalled Peter Lee, a page at Parkside Branch since November 2, 1992, and Debby Jeffery, librarian in the San Francisco Public Library system since December 3, 1981, who was assigned to the office of Children's Services.

On Commissioner Jebe's motion, the May 2, 1995, regular meeting of the San Francisco Public Library Commission was adjourned at 8:13 PM by unanimous vote in memory of Peter Lee and Debby Jeffery.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF SPECIAL COMMISSION MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: **Tuesday, June 6, 1995**

TIME: **6:30 PM**

PLACE: **Marina Branch Library**
1890 Chestnut Street
San Francisco, CA 94123

AGENDA:

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SAN FRANCISCO
PUBLIC LIBRARY

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT**
5. **APPROVAL OF REGULAR COMMISSION MEETING MINUTES OF MAY 2, 1995**
6. **APPROVAL OF CONSENT CALENDAR**

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

A. **Adoption of Resolution #2021:** Approval of temporary exempt and non-civil service appointments and separations for month of May, 1995

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

7. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

8. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin

A. Update on Mayor's adopted budget for FY 1995/96

B. Update on activities of consultant O'Brien-Kreitzberg and Associates

9. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

A. **Adoption of Resolution #2022**: Authorizing approval of the San Francisco Public Library to apply for $57,540 in grant funds from the Library Services and Construction Act (LSCA) Title I, for Project Read Southeast Literacy Program; indirect costs of 5% are included in this award

B. **Adoption of Resolution #2023:** Authorizing Fuhrman Fund expenditure not to exceed $400,000 for fiscal year 1995/96 from revenues accrued in the Fuhrman Fund, funds to be expended for the purchase of materials in the field of economics and political science

C. **Adoption of Resolution #2024:** Authorizing approval of the San Francisco Public Library to adopt the cost recovery schedule, pursuant to Section 10.117-13 of the San Francisco Administrative Code, for InfoExpress, the library's cost-recovery information service

D. **Adoption of Resolution #2025:** Authorizing approval of the San Francisco Public Library to apply for and accept $30,000 in grant funds awarded by KQED, Inc., as part of the Community Wide Education and Information Services program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources; waiving indirect costs

E. **Adoption of Resolution #2026:** Authorizing approval of the San Francisco Public Library to apply for $702,151 in grant funds awarded by the U.S. Department of Education, Interagency Task Force, Technology Learning Challenge to use a variety of telecommunications programs and services to provide interactive learning environments, and access to knowledge, education and information resources; waiving indirect costs

10. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Walter G. Jebe, Sr., Chair

A. Update on status of New Main Library work in progress

B. Update on Branch Libraries work in progress

11. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. Recommendation to amend Library Commission bylaws relevant to the election of officers

B. Discussion and possible action to establish a process to review and evaluate recommendations presented to the Library Commission by members of the public

12. **LIBRARIANS' GUILD**

13. **NEW BUSINESS**

14. **MEETING REVIEW**

15. **ADJOURNMENT**

5/15/95

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

City and County of San Francisco
Public Library Commission

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SAN FRANCISCO
PUBLIC LIBRARY

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City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Tuesday, June 6, 1995

The San Francisco Public Library Commission held a special meeting on Tuesday, June 6, 1995, at Marina Branch Library, 1890 Chestnut Street.

I. Call to order

The meeting was called to order at 6:35 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. Roll call

Kenneth Dowlin, City Librarian, announced with regret that Jan Zivic resigned from the Library Commission due to business commitments. He reported that the Mayor's office has indicated that a commissioner will soon be appointed to fill the vacancy.

The following members were noted present: President Herlihy; Commission Vice President Walter Jebe, Sr.; Commissioners Karen Crommie and Thomas Gee.

Commissioners Fran Streets and Norman Wechsler were excused.

III. Public comment

Bill Hale, member of the public, expressed gratitude to library staff and offered to provide written comments regarding other issues. He complained that the library has not responded to materials-acquisition suggestion cards that he and others have submitted.

Timothy Gillespie, Public Access Project, recalled the concern he expressed at the Commission meeting of May 2, 1995, regarding opportunities for public comment on non-action items on Library Commission agendas. President Herlihy responded that the library is discussing its public-comment policy with the City Attorney's office.

Mr. Gillespie indicated his intent to address the Commission on non-action items in order to obtain a finding for the record. He requested the removal of Resolution #2004 from the agenda, noting that the proposed cost-recovery schedule for InfoExpress had not passed from committee, and he expressed concern regarding access to background material on InfoExpress.

Donna Marion, Assistant to the Commission, explained that in order to comply with the Sunshine Ordinance's timeline for posting notice of special meetings, the agenda for the Commission's June 6 meeting was posted 15 days prior. She pointed out that this meant assuming the Finance Committee's recommendations, since the agenda was posted prior to the committee's meeting, and that it was done with the understanding that any items not approved in committee would be withdrawn.

President Herlihy removed consideration of Resolution #2024 from the agenda.

Ellen Egbert, library patron, pointed out that this first Tuesday in June marked the one-year anniversary of the passage of Proposition E. She expressed gratitude to the Commission, Friends of the Library, and Keep Libraries Alive for their support which has resulted in increased hours, staffing, and materials for the San Francisco Public Library. She requested that the organization chart for the library be updated and provided to the public.

David Gabler, business agent for SEIU Local 790, stated that the library has increased system hours by 40% but raised staff by only 25%, and is requiring some workers to work overtime on Sundays. He explained the union's position that mandatory overtime indicates inadequate staffing, and he encouraged the Commission to revisit its budget priorities.

IV. Approval of consent calendar

MOTION: Vice President Jebe moved adoption of Resolution #2021: Approval of temporary, exempt, and non-Civil Service appointments and separations for the month of May 1995.

ACTION: Unanimously approved

V. President's report
Commissioner James Herlihy, President

President Herlihy recalled the process of implementing Proposition E, the achievement of an annual book budget of $4.5-million, and creation of a reserve to ensure full opening and operation of the New Main Library.

VI. City Librarian's report
Kenneth E. Dowlin, City Librarian

A. Mr. Dowlin responded to concerns expressed by Mr. Gabler. The City Librarian indicated that the process of hiring employees to implement Proposition E continues as the library fills vacant positions of workers who were promoted or transferred, and replenishes the pool of parttime as needed (PTAN) staff. He noted that the majority of previously PTAN librarians accepted permanent appointments during the first round of Proposition E based hiring, and he anticipated that mandatory overtime will discontinue once the library recruits sufficient PTAN staff.

The City Librarian reported that the Mayor has submitted the budget to the Board of Supervisors.

Mr. Dowlin announced that the Controller's calculation of the library's baseline budget has raised the baseline by $1-million. He explained that the additional $1-million of general fund money will be added to the book budget, and that $1-million will be moved from the book budget to the Library Preservation Fund. He clarified that this offset will not raise the book budget from its $4.5-million amount but will, in effect, raise the reserve by $1-million.

In response to a question from Vice President Jebe, Seema Grover, Budget Director, stated that the baseline budget is approximately $18-million.

The City Librarian informed the Commission that the positions of both Secretary to the Library Commission and Assistant to the City Librarian have been posted, and the filing period closes June 16.

Mr. Dowlin announced the impending departure of the Budget Director who has accepted a position with the Getty Trust in Los Angeles.

In response to a request from President Herlihy to the City Librarian for an update on service to the jails, Marcia Schneider, acting Chief of Branches, recalled that the San Francisco Public Library was one of the first libraries to offer services to prisoners and initiated a program in 1973 for approximately 1,000 inmates. She reported that the program was eliminated in 1992 because of budget reductions, and pointed out that in other Bay Area counties library service to the jails is funded through the Sheriff's office. She summarized the 1992 consent degree that resulted from *Stone v. City and County of San Francisco*.

Ms. Schneider informed the Commission that the Sheriff's office has committed a cadet to provide library service in the San Bruno jail. She explained that the

library has agreed to offer deaccessioned books and will request that Friends of the Library offer donated materials. She commented that the library will utilize the readers' profile developed for the jails to guide selection of books and materials that will be appropriate and useful. The Chief of Branches explained that the Sheriff's office has also agreed to pick up and transport materials in order to relieve the library of the necessity to commit a vehicle to the program. She observed that the jails are interested in non-English materials, particularly Spanish and Chinese, but cautioned that these materials are in such demand in the library's collections that few international-language materials will be deaccessioned. She added that the library will be willing to use its substantial discount with book vendors if the Sheriff's office obtains funds to purchase materials.

In response to questions from Commissioner Crommie, Ms. Schneider explained that the service being discussed is to provide books on carts, rather than collections, to inmates, and no proposal has been made for the new facility at the Hall of Justice.

President Herlihy affirmed that dedicated space is available in the new jail on Bryant Street for library service, and Vice President Jebe stated that space was set aside in the women's section of the San Bruno Jail.

Commissioner Crommie recalled that Friends of the Library funded a consultant who made a recommendation to the Commission regarding service to jails, and the commissioner inquired whether the current proposal was consistent with the consultant's findings.

President Herlihy noted that the consultant recommended a plan estimated to cost $340,000 annually, and that the projected cost of the current proposal is significantly lower.

Ms. Schneider explained that the library's primary objective is to provide reading materials for inmates, and the City Librarian described difficulties that would be encountered in setting up a branch facility to serve prisoners. Mr. Dowlin noted that inmates are frequently moved among the jail's seven facilities which would complicate book checkout and return, and he pointed out that the library would have no recourse when materials from the collections are damaged. The City Librarian expressed support for the proposal which he characterized as essentially donating materials to the jails.

B. President Herlihy welcomed Leo Sumner, manager with O'Brien-Kreitzberg, who reported on activities of the consulting group. Mr. Sumner indicated that the group is currently focusing on assessment, program development, and opening activities for the New Main Library. He informed the Commission that the

library's administrative staff is meeting weekly with the consulting group to coordinate internal policies and develop a master schedule for opening and operating the New Main.

In response to a question from Commissioner Crommie, Mr. Sumner specified the affinity groups with which the consulting group has already met. Commissioner Crommie emphasized the importance of ensuring that all of the affinity groups are supported and clearly understand the level of assistance that will be provided. The commissioner spoke in support of embracing the overall library system.

In response to a question from President Herlihy, Mr. Dowlin stated that the actual collection development work for each of the New Main's centers will be performed by library staff. The City Librarian offered assurance that the consulting group and library administration will meet with each affinity group to develop an understanding and shared expectation for each center.

In response to Vice President Jebe's request for clarification, Sherry Thomas, Executive Director of the Library Foundation of San Francisco, explained that the capital campaign was conducted through a tier structure so that each center provided support to the library's general fund before restricted gifts were donated. She indicated agreement with Commissioner Crommie's concern and stated that the first $22-million raised was committed to the library as a whole before funds were set aside for particular affinity groups and centers.

The City Librarian introduced Margie O'Driscoll, recently appointed Executive Director of Friends of the Library.

VII. <u>Finance Committee report</u>
Commissioner Norman Wechsler, Chair

A. President Herlihy noted that Commissioner Wechsler was excused, and reiterated the Commission's policy for receiving public comment. Mr. Gillespie indicated that he had questions from the previous reports and urged the Commission to develop a process for addressing concerns regarding non-action items. He complained that although he had requested copies of information provided to the Commission, he had not received the Collection Development Plan.

In response to a question from President Herlihy, the City Librarian verified that a copy of the Collection Development Plan is available for public review in the Commission Secretary's office.

In response to a question from James Chaffee, member of the public, regarding the public-comment policy, President Herlihy indicated that the Commission receives

public comment at the beginning of meetings and prior to votes on action items.

Ed McBride, Director of Support Services, announced that the library was withdrawing Resolution #2026 authorizing application for a grant from the United States Department of Education. He explained that the Department of Education has agreed to provide the grant to the Unified School District, one of the Public Library's collaborative partners in the project.

Mr. McBride offered an overview of Resolution #2025 and described the Community Wide Education and Information Services (CWEIS) program to instruct students and educators to use the Internet and online services.

B. The City Librarian explained Resolution #2022 authorizing the library to apply for Library Services and Construction Act grant funds, administered by the state, to provide outreach literacy services in the southeast section of the city.

MOTION: Vice President Jebe moved approval of Resolution #2022: Authorizing approval of the San Francisco Public Library to apply for $57,540 in grant funds from the Library Services and Construction Act Title I, for Project Read Southeast Literacy Program; indirect costs of 5% are included in this award.

ACTION: Unanimously approved

C. Mr. Dowlin described Resolution #2023 and the Finance Committee's recommendation to restrict expenditure from the Fuhrman Fund to $300,000 for the next fiscal year and to add any other revenues during that period to the principal. He and Vice President Jebe pointed out that the Finance Committee plans in the next budget cycle to revisit the issue of enhancing the accumulated principal of the Fuhrman Fund.

MOTION: Vice President Jebe moved approval of Resolution #2023: Authorizing Fuhrman Fund expenditure of $300,000 for fiscal year 1995/96 from revenues accrued in the Fuhrman Fund; funds to be expended for the purchase of materials in the fields of economics and political science.

Mr. Gillespie requested that the Commission delay action on the item until a copy of Resolution #2023 was made available and read into the record. Ms. Marion explained that the entire text of the resolution appears in the agenda, except for the final amount of the authorization which is $300,000. She reiterated that the June 6 agenda was circulated prior to the Finance Committee meeting, in order to comply with the legal timelines for posting notice of special meetings. She noted that the City Attorney's office has advised that the language being presented is sufficient.

In response to concern expressed by Mr. Gillespie, President Herlihy offered minutes of the previous meetings of the Finance Committee and Library Commission. In response to a question from Vice President Jebe, Mr. Gillespie acknowledged some familiarity with the Fuhrman Fund. The chair urged Mr. Gillespie to read the minutes of the May 1995 Commission meeting in which the Fuhrman Fund was discussed at length and promised to address any questions that Mr. Gillespie might have.

Commissioner Crommie agreed that providing a handout that briefly described the Fuhrman trust would have been helpful to members of the public who are not familiar with the bequest and its restrictions, and she spoke in support of providing sufficient information at Commission meetings to ensure that individuals who have not attended previous meetings can understand the issues being discussed.

ACTION: Unanimously approved

D. The City Librarian recalled Mr. McBride's description of Resolution #2025 and the CWEIS program.

MOTION: Vice President Jebe moved approval of Resolution #2025: Authorizing approval of the San Francisco Public Library to apply for and accept $30,000 in grant funds awarded by KQED, Inc., as part of the Community Wide Education and Information Services program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources; waiving indirect costs.

ACTION: Unanimously approved

VIII. Building and Facilities Committee report
Commissioner Walter Jebe, Sr., Chair

A. Kathy Page, Chief of Facilities Development, reported on New Main Library construction and indicated that the project is approximately 75% complete. She stated that the library will take possession of the building by the end of the year, and she described planning activities to schedule the installation of equipment and furniture. Ms. Page anticipated that tours of the New Main for library employees will commence once the scaffolding is removed and the area is clean of debris.

B. The Chief of Facilities Development reported that the Chinatown Branch renovation project is approximately 50% complete. She summarized community concern regarding the air-handling unit that will be installed on the roof of Chinatown Branch. Ms. Page stated that James Chia, project manager, is

arranging peer review of the mechanical design and consulting with an acoustical engineer to mitigate possible noise from the air-handling unit. She informed the Commission that the manufacturer of the unit has suggested that the closest analogous equipment is installed at Stanford University, but that Mr. Chia is seeking to locate comparable machinery in San Francisco for the neighbors to examine. Ms. Page pointed out that the air-handling unit has not yet been installed at Chinatown Branch, and that neighborhood concerns that have been expressed are in anticipation of possible noise.

In response to a question from Commissioner Crommie, Ms. Page surmised that apprehension regarding the air-handling unit may represent an accumulation of neighborhood concerns regarding the overall project and its implementation.

Vice President Jebe recalled his recent visit to the Chinatown Branch renovation site and pointed out that the close proximity of dwellings to the branch makes noise an issue for residents.

Ms. Page reported on the progress of the library's request to expend Earthquake Safety Program II funds. She noted that staff has reviewed the schematic design for Mission Branch renovation and provided response to the Bureau of Architecture.

In reply to a question from President Herlihy regarding Ocean View Branch, the City Librarian and Chief of Branches summarized staff efforts to locate a larger, improved site. The Commission President requested an update at the July meeting of the Commission on the search for an alternate site for Ocean View Branch, and he emphasized the significance of the branch in providing library service to the southeastern section of the city. Ms. Schneider added that an alternative site will involve an issue of cost and promised to include that in any future recommendation.

Vice President Jebe noted that library staff is also examining the possibility of constructing a new branch facility in Ocean View neighborhood. Commissioner Crommie stated her understanding that the owner of the current building is willing to repair the roof, and she and President Herlihy requested that the work be done and the branch ceiling be painted.

IX. Planning Committee report
Commissioner Karen Crommie, Chair

A. Commissioner Crommie read a portion of Article VI, Section 8, of the Commission bylaws regarding the appointment and activities of the Nominating Committee. She described difficulties with the current electoral system and

possible alternatives which the Planning Committee considered. Commissioner Crommie explained the committee's recommendation of option 3 from the handout "Background for Discussion: Voting Procedure for Library Commission Officers." In response to a question from President Herlihy, Commissioner Crommie noted that the recommendation does not include rotation of officers.

MOTION: Vice President Jebe moved to amend the Commission bylaws by adopting option 3, which states:

> At the December meeting, each commissioner is asked to state publicly his/her willingness to run for office. That established, a nominating committee is made up of the commissioners who *do not* wish to run. In a public meeting, they decide on who they will recommend (as now). Nominations would still be accepted from the floor at the January meeting.

ACTION: Unanimously approved

B. Commissioner Crommie recalled that Commissioner Wechsler suggested at the meeting of April 4 that a process be established, separate from the minutes of meetings, for tracking recommendations made by members of the public, and she read a portion of the minutes from that meeting describing the commissioner's proposal.

In response to questions from Commissioner Crommie, Vice President Jebe explained Commissioner Wechsler's recommendation that the Secretary maintain a list of the public's suggestions, perhaps with departmental recommendations. He noted that the list would not be restricted to suggestions made at meetings. Vice President Jebe and Commissioner Crommie urged that the Commission postpone discussion until Commissioner Wechsler is present.

In response to a question from Commissioner Crommie, Ms. Marion explained the process by which the item was calendared. President Herlihy requested that discussion include the development of a process for tracking written suggestions.

Mr. Dowlin noted that the library receives hundreds of suggestions each month, some of which have significant costs, and he explained the need for the Commission to determine priorities if it establishes a process for tracking all suggestions. Commissioner Crommie agreed with the City Librarian and expressed concern that an additional process for tracking suggestions would be cumbersome and ineffective.

By consensus, the issue was postponed until the next meeting.

X. Librarians' Guild report

Andrea Grimes, Librarians' Guild, stated that Mr. Gabler's remarks constituted the guild report.

XI. New business

President Herlihy greeted David Dale, Marina Branch librarian, who welcomed the Commission. The chair explained the Commission's intent to meet at the branches in order to obtain a fuller understanding of the needs of the library system and neighborhoods. Mr. Dale responded that the primary need of Marina Branch has been increased open hours, and he expressed satisfaction with the new systemwide service hours.

Mr. Hale urged that the library request that the Department of Parking and Traffic re-stripe the green parking zones and provide parking places for the disabled. Ms. Schneider agreed to work with Richard Walsh, Director of Operations and Maintenance, to make the request to DPT, and the Marina Branch manager explained that Mr. Walsh has already requested the city to designate disabled parking for the branch.

Mr. Dale suggested that furniture in the branches be upgraded and inquired about the possibility of obtaining gardening service. The City Librarian indicated that, based upon previous action by the Commission, he has requested that the Recreation and Park Department submit a plan for providing systemwide grounds services to the library, in order to determine the most cost-effective means for obtaining grounds maintenance.

Mr. Hale suggested that patrons who lose books be required to replace the books instead of being assessed the cost which is then deposited into the city's general fund.

XII. Meeting review

Commissioner Crommie noted the value of hearing the opinions and experiences of managers of the branch libraries.

XIII. Adjournment

At the invitation of the chair, and on the motion of Commissioner Crommie, the June 6, 1995, special meeting of the San Francisco Public Library Commission was adjourned at 8:15 PM by unanimous vote in appreciation to Jan Zivic for her service and tenure as a commissioner.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its Special meeting as follows:

DATE: **Wednesday, July 5, 1995 (Note date change)**

TIME: **5:30 PM**

PLACE: **Lurie Room**
Main Library
Civic Center

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AGENDA:

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT**
5. **APPROVAL OF SPECIAL COMMISSION MEETING MINUTES OF JUNE 6, 1995**
6. **APPROVAL OF CONSENT CALENDAR**

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

A. **Adoption of Resolution #2027 :** Approval of temporary exempt and non-civil service appointments and separations for month of June, 1995

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

7. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

8. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin

A. Report on budget for FY 1995/96

9. **FINANCE COMMITTEE REPORT**
Commissioner Karen Crommie, Acting Chair

A. **Adoption of Resolution #2028**: Authorizing approval of the San Francisco Public Library to adopt the cost recovery schedule, pursuant to Section 10.117-13 of the San Francisco Administrative Code, for InfoExpress, the library's cost-recovery information service

10. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Walter G. Jebe, Sr., Chair

A. Update on status of New Main Library work in progress

B. Update on Branch Libraries work in progress

C. **Adoption of Resolution #2029**: Authorizing approval to advance Richmond Branch Library's seismic priority

D. Report on closure of the Main Library for UN50 Celebration and permitting the Main Library to follow any instructions set forth by the Secret Service

11. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. Update on activities of consultant O'Brien-Kreitzberg and Associates

12. **PERSONNEL COMMITTEE REPORT**
Commissioner Fran Streets, Chair

A. Status report on hiring Secretary, Library Commission

13. **LIBRARIANS' GUILD**

14. **NEW BUSINESS**

A. Discussion to consider returning unspent Main Library FEMA funds to the Federal Government: Commissioner Jebe

15. **MEETING REVIEW**

16. **CLOSED SESSION**

Closed Session to discuss quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54957.

Pursuant to section 66.14 of the Sunshine Ordinance the Library Commission shall vote whether to disclose to the public any portion of its Closed Session discussion which is not confidential.

17. **ADJOURNMENT**

6/27/95:dm

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

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6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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City and County of San Francisco
Public Library Commission

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Commissioners

KENNETH E. DOWLIN
City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Wednesday, July 5, 1995

The San Francisco Public Library Commission held a special meeting on Wednesday, July 5, 1995, in the Lurie Room, Main Library.

I. Call to order

The meeting was called to order at 5:31 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. Roll call

The following members were noted present: President Herlihy; Commission Vice President Walter Jebe, Sr.; Commissioners Karen Crommie; Thomas Gee; Fran Streets; and Norman Wechsler.

III. Public comment

Ellen Egbert, library patron, thanked the Commission for scheduling its closed session at the end of the meeting which is more convenient for the public. Ms. Egbert complained of delays in processing personnel requisitions and urged the library and Department of Human Resources to expedite the appointment of staff. She sought assurance that the Library Preservation Fund is not being charged for expenses which should be paid from baseline or Children's Amendment funding.

Edith McMillan, library patron, provided the Commission with a letter and spoke in opposition to the requirement that patrons must present California DMV identification to renew their library cards. Ms. McMillan recommended that less intrusive methods be used to verify residency. President Herlihy promised that staff would communicate with Ms. McMillan regarding her concern.

Joe Partensk. Contra Costa County resident, stated that he was unable to obtain from the Business/Science/Documents department a copy of the library's reference policy, and he expressed concern that this material was not included in the documents repository. President Herlihy requested that the City Librarian ensure that staff address Mr. Partensk's complaint.

Dorothy Sidell, Richmond resident, expressed concern regarding the seismic safety of Richmond Branch and suggested that a temporary site be obtained until the branch can be retrofitted. At the request of the chair, Ms. Sidell agreed to address the issue of the branch's safety during the Building and Facilities Committee report.

Landis Whistler, member of the public, argued that implementation of Proposition E was delayed by the library administration and the Mayor's office. In response to claims regarding the Lakeside District's vote on Proposition E, President Herlihy admonished against personal invective during the public comment period.

Bill Hale, library patron, spoke in support of ensuring proper identification when patrons renew their library cards.

Timothy Gillespie, Public Access Project, complained regarding the Public Library's policies for handling requests for information, and he requested that the Commission assess those policies. Mr. Gillespie claimed that he was unlawfully denied access to information.

President Herlihy reiterated the Commission's policy for receiving public testimony at the beginning of meetings and prior to votes on action items.

IV. **Approval of minutes**

MOTION: Vice President Jebe moved to approve the minutes of the special Library Commission meeting of June 6, 1995, as circulated.

ACTION: Unanimously approved

V. **Approval of consent calendar**

MOTION: Commissioner Crommie moved to adopt Resolution #2027: Approval of temporary, exempt, and non-Civil Service appointments and separations for the month of June 1995.

ACTION: Unanimously approved

VI. President's report
James Herlihy, Commission President

President Herlihy announced that, pursuant to Government Code section 54957, a closed session for the quarterly evaluation of the City Librarian would be held at the conclusion of the meeting, and that the Commission would vote following the closed session, pursuant to section 66.14 of the Sunshine Ordinance, whether to disclose any portion of the closed-session discussion which is not confidential. He indicated the Commission plans a closed session during its August meeting to continue the quarterly evaluation.

VII. City Librarian's report
Kenneth E. Dowlin, City Librarian

Mr. Dowlin announced that the library's budget was submitted by the Mayor's office to the Board of Supervisors, and that the Supervisors' Budget Analyst recommended technical corrections in the amount of $32,000. The City Librarian explained that the Supervisors' Finance Committee has recommended the budget, which will now move to the full board, and that additional changes are not anticipated.

Mr. Dowlin introduced Lori Giorgi, Deputy City Attorney, who has been assigned to work with the Public Library.

In response to a question from President Herlihy, Mr. Dowlin reported that the library will make its annual budget report in August which will also fulfill its reporting responsibility under Proposition E.

VIII. Finance Committee report
Commissioner Norman Wechsler, Chair

Commissioner Crommie explained that she chaired the Finance Committee's meeting of June 20, 1995, during the vacation of Commissioner Wechsler, and she summarized the committee's recommendation to the Commission to authorize the cost-recovery schedule for InfoExpress. Commissioner Crommie described the purposes of the amendment which the committee added to Resolution #2028 and noted that the Commission approved the provision of fee-based services earlier as part of the annual budget.

Commissioner Crommie indicated that the committee sought to address two concerns: first, that the salaries of InfoExpress staff should be recovered through the program, and second, that the library must ensure that free and equal access to information is maintained.

The commissioner commented that the Finance Committee recommended the resolution since the budget approved by the Commission includes fee-based service and provides staffing for InfoExpress, the administrative staff of the library supports the service, and the program will provide experience that will improve services for all library users. She anticipated that InfoExpress will demonstrate the types of online information that patrons need, the services and materials the library should purchase, and will permit the evaluation and monitoring of services the library provides to other city departments.

Commissioner Crommie read into the record her amendment to Resolution #2028, which states:

> After six months of operation, the staff hours, operation costs and fees collected will be evaluated with the intent of examining the future feasibility of paying a portion (or all) InfoExpress staff salaries out of the accrued revenue and to evaluate its effect on the de facto free and equal access to information.

In response to a question from Commissioner Streets, Commissioner Crommie explained her belief that a fee-recovered service should recover the salaries of its staff and not remain dependent upon subsidy from tax revenues.

Commissioner Streets noted that the budget funds the positions for two librarians and support staff for InfoExpress for a year, and she requested clarification of the amendment's requirement to review the program after six months.

Commissioner Crommie responded that review would determine whether budgetary adjustment should be made, and she pointed out that financial projections for InfoExpress do not anticipate sufficient revenues to fully reimburse staffing costs.

President Herlihy emphasized that InfoExpress is a pilot project, and he characterized the proposed review after six months as prudent.

In response to questions from Commissioner Wechsler, the City Librarian indicated that without the approval of the fee-recovery plan, the Public Library would not provide the proposed electronic-information services. Mr. Dowlin added that although this year's budget includes the staff salaries for InfoExpress, funds are not provided to meet the costs of supplies, hardware, and communications.

Commissioner Wechsler recalled an assertion by Mr. Dowlin that at least 10 library systems in California have initiated cost-recovery programs. The City Librarian noted that at the June 20 Finance Committee meeting, the former director of fee-based services for San Mateo Public Library testified that a substantial number of San Francisco residents used the San Mateo program. Mr. Dowlin explained his

expectation that additional libraries will move to offer fee-based programs in order to expand access to services.

Vice President Jebe questioned whether six months would be sufficient to develop and promote InfoExpress, and he suggested a one-year trial period for the cost-recovery program.

In response to a question from the chair, Commissioner Crommie explained that the priority in her amendment was not the six-month time frame but the inclusion of staff salaries into the cost-recovery plan. She urged the Commission to examine the quality of basic reference service being offered to the public and expressed support for training library staff so that the service level envisioned for InfoExpress will eventually become the standard for basic, free reference service.

In dialogue with Commissioner Wechsler, Mr. Dowlin indicated that although funding for InfoExpress salaries is included in this fiscal year's budget, the budget assumes that the program's early revenues will capitalize equipment, communications, courier service, and related expenses. Assistant Chief of Main Roberto Esteves stated that the InfoExpress plan anticipates complete recovery of non-salary expenses. In response to questions from Commissioner Wechsler, Mr. Esteves explained that the library must pay a copyright fee when library staff photocopy journal articles for patrons, although that fee is not required when patrons photocopy articles for themselves.

President Herlihy observed that the library offers a continuum of service which ranges from basic, traditional, free service to assisted, staff-mediated research service. The Commission President reasoned that exceptional costs, such as international telephone charges for information exchange, should not be absorbed by the Public Library and San Francisco taxpayers. Both he and Commissioner Crommie affirmed that universal access to information will be maintained.

In response to a concern expressed by Commissioner Wechsler, President Herlihy pointed out that InfoExpress services will be reviewed periodically and that the Commission will be apprised of difficulties that occur.

In response to a concern expressed by Commissioner Crommie, the City Librarian emphasized that individuals will be referred to InfoExpress by public-service and branch staff. He noted that the program will provide extensive experience with online reference resources for a core staff of librarians which will benefit the entire library system.

President Herlihy invited public comment regarding Resolution #2028, noting Vice President Jebe's suggestion to extend the trial operating period to 12 months.

Mr. Whistler stated that the library exists to serve the people of San Francisco, and he recalled the Board of Supervisors' approval of the mission statement which dedicates the library to free and equal access to information. Mr. Whistler suggested the Commission authorize a study of fee-recovery service and postpone action on the resolution.

George Perry, member of the public, characterized InfoExpress as a corporate service, and he suggested that the public--not business clients--will define the need for library services.

Annette MacNair, librarian at the San Francisco Public Library for the past 10 years, spoke in opposition to the resolution. Ms. MacNair complained that InfoExpress is being subsidized by tax funds and represents unequal service.

Lee Olivier, manager of the Public Library's Telephone Information Program, explained that a variety of metropolitan libraries have developed fee-recovery programs. Ms. Olivier recounted a recent request T.I.P. received from an individual in Nebraska requesting information from San Francisco newspapers published in the 1950s. She noted that without InfoExpress, a request such as this would be impossible for library staff to fulfill.

David Gabler, business agent for Service Employees International Union Local 790, commented that InfoExpress is a subsidized service for business.

Glenda Goldwater, librarian at Sunset Branch Library, spoke in opposition to charging fees for information. She noted that reference assistance is available through BALIS, a tax-supported system, and she expressed concern regarding the library administration's commitment to staff training.

Mr. Hale noted the lack of community consensus regarding fee-based library services, and he encouraged the Commission to delay action on the resolution. Mr. Hale provided a bibliographic compilation regarding fee-recovery programs at libraries.

Mr. Gillespie complained of the process which brought Resolution #2028 before the Commission. He cited opposition to fee-based service and claimed that library staff is discouraged from attending Commission meetings. Mr. Gillespie encouraged commissioners to examine the bibliography that Mr. Hale provided.

The City Librarian noted that the library's mission statement discusses access, not delivery, of information, and that an increasing number of requests for information are submitted from individuals outside of California.

Commissioner Crommie withdrew her previous amendment to Resolution #2028 and introduced the following:

> The Commission declares InfoExpress is a short-term, experimental program; that its goal is to develop a high standard of service that will eventually be incorporated into free library service; that in the 1996/97 budget, InfoExpress salaries will be charged against the revenues; that there is a monthly review of the quality of free reference service with special consideration to any discrepancy between information accessible to fee and non-fee paying users.

Commissioner Streets questioned whether the Commission had sufficient information to determine whether to offer fee-based library service, and she suggested returning the item to committee.

MOTION: Vice President Jebe moved to table Resolution #2028. He requested that staff provide full information regarding costs of the program.

Commissioner Wechsler pointed out that the library's administrative staff supports InfoExpress, and he inquired whether a delay in determining the issue would be helpful.

President Herlihy voiced support for approving the resolution with the amendment submitted by Commissioner Crommie.

Mr. Gillespie spoke in favor of the motion to table Resolution #2028.

Mr. Hale noted that although he does not oppose InfoExpress, he supports delaying approval of the resolution in order to explore the issues further.

Ms. Sidell spoke in opposition to the motion and cited the support of the library's professional staff for fee-based service.

Commissioner Crommie pointed out that the Commission approved fee-recovery service in the budget, and President Herlihy spoke in opposition to tabling the resolution.

Commissioner Wechsler described his support for InfoExpress but advocated delaying approval in order to develop consensus for the program and perhaps allow for a special presentation by staff.

ACTION: Resolution #2028 was tabled by a vote of four to two: Commissioners Gee, Jebe, Streets, and Wechsler voted yes on the motion; Commissioners Crommie and Herlihy voted no.

President Herlihy requested that Resolution #2028 appear on the August 1995 Commission agenda.

Commissioner Crommie indicated support for Commissioner Wechsler's suggestion regarding a special meeting regarding such issues as ethical standards for library service and freedom of access. In dialogue with the City Librarian, Commissioner Crommie agreed that it would be helpful for staff to offer the Commission a workshop demonstrating reference and online services that are available.

IX. Building and Facilities Committee report
Commission Vice President Walter Jebe, Sr., Chair

A. Kathy Page, Chief of Facilities Development, reported that the New Main Library is approximately 75% complete and remains on schedule. She pointed out that contingency costs remain within budget, and that Department of Public Works staff is working to minimize the number of change orders. Ms. Page reviewed progress on various contracts for furnishings and services, and she anticipated that staff tours of the New Main can commence in July or August.

B. Ms. Page reported that DPW staff has arranged for an acoustical engineering report regarding the air-handling unit proposed for Chinatown Branch and will be scheduling a meeting with branch neighbors. She noted that the project manager for Mission Branch renovation is in communication with the Chinatown project manager to share information regarding heating/ventilating/air-conditioning units.

Ms. Page summarized DPW's report on plans for Mission Branch renovation which will result in a 2,000 square feet increase in usable space and a 12% increase in the size of the children's service area.

C. Marcia Schneider, Chief of Branches, reminded the Commission that DPW and the library have worked with the assumption that Richmond Branch will be the next facility to be seismically upgraded, although no formal Commission action has yet been taken.

In response to questions expressed previously by Ms. Sidell, Mr. Dowlin explained that he has written to the Chief Administrative Officer requesting to be apprised of the condition of the two branch libraries assigned seismic risk four. The City Librarian disclosed that the decision to close a branch building for reasons of safety rests with the Department of Building Inspection, and that the Department of Public Works and Chief Administrative Officer are in discussion with DBI regarding the safety of Richmond and Noe Valley branches.

President Herlihy and Commissioner Wechsler urged staff to seek resolution regarding the safety of the two branches as soon as possible.

MOTION: Vice President Jebe moved to approve Resolution #2029: Authorizing approval to advance Richmond Branch Library's seismic priority.

In response to a question from Commissioner Crommie, Ms. Schneider indicated that staff recommends that Richmond Branch be the next facility for seismic and programmatic upgrade.

In response to Ms. Sidell, Vice President Jebe and President Herlihy described the process that the library is pursuing to ensure public safety at the branches.

ACTION: Unanimously approved

D. Mr. Dowlin reported on the closure of the Main Library on June 26, 1995, due to UN50 events.

X. Planning Committee report
Commissioner Karen Crommie, Chair

Commissioner Crommie reported on activities of the New Main oversight committee. She stated that Leo Sumner and Gloria Stockton, both of the consulting firm O'Brien Kreitzberg & Associates, submitted a needs assessment report on June 21, 1995, which indicates the need for a technology plan for the New Main Library.

Commissioner Crommie explained the need for an exhibits coordinator for the New Main and surmised that the coordinator's salary will be funded through a grant. Ms. Page added that interviews for the position are planned for this week.

Commissioner Crommie announced that the consultants have interviewed members of the affinity groups, and she described the groups' concerns regarding issues such as reserving meeting rooms in the New Main and determining collections and staffing.

Commissioner Crommie explained that the consulting group recommends that the library establish a memorandum of understanding with each affinity group to clarify the implementation and support of the New Main's special centers.

The commissioner stated that the City Librarian has established an implementation team of staff administrators, chaired by the Chief of Facilities Development, which is charged with internal coordination and development of policies regarding the opening and operation of the New Main.

XI. **Personnel Committee report**
Commissioner Fran Streets, Chair

Commissioner Streets reported that the filing period for the position of Class 1544 Secretary, Library Commission has closed, and that applications were received from seven qualified individuals. She anticipated that interviews will begin in one week and that the committee will recommend a candidate to the Commission in the near future.

X. **Librarians' Guild report**

No report

XI. **New business**

None

XII. **Meeting review**

None

XIII. **Closed session**

A. President Herlihy announced that the Commission would be meeting in closed session, pursuant to Government Code Section 54957, to discuss the quarterly performance evaluation of the City Librarian. Vice President Jebe departed, and closed session began at 7:54 PM.

B. At 9:56 PM, President Herlihy reconvened the public portion of the meeting and cited Section 66.14 of the city's Sunshine Ordinance which requires the Commission to vote whether to disclose to the public any portion of its closed-session discussion which is not confidential.

MOTION: The Commission President moved to disclose no portion of the closed-session discussion.

ACTION: Unanimously approved

XIV. **Adjournment**

On Commissioner Crommie's motion, the July 5, 1995, special meeting of the San Francisco Public Library Commission adjourned at 9:58 PM.

City and County of San Francisco
Public Library Commission

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JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF SPECIAL MEETING

A workshop for the San Francisco Public Library Commission will be held as follows:

DATE: WEDNESDAY, JULY 26, 1995

TIME: 10:00 AM - 2:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY

AGENDA:

1. Discussion on electronic information: Kenneth Dowlin, City Librarian, and Roberto Esteves, Assistant Chief of Main

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the workshop of Wednesday, July 26, 1995

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or
ES P. HERLIHY
dent
LTER G. JEBE, SR.
President
EN CROMMIE
MAS H. GEE, J.D.
N A. STREETS
MAN V. WECHSLER
missioners
NETH E. DOWLIN
Librarian

The San Francisco Public Library Commission held a workshop on Wednesday, July 26, 1995, in the Lurie Room, Main Library.

Call to order: 10:02 AM

Members present: Commission Vice President Walter Jebe, Sr., Chair; Commissioners Karen Crommie; Thomas Gee; Fran Streets; and Norman Wechsler

Excused: Commission President James Herlihy

Workshop presentation:

Kenneth Dowlin, City Librarian, and Roberto Esteves, Assistant Chief of Main, presented an overview of the Public Library's proposed electronic-information program.

Lee Olivier, manager of the Telephone Information Program, described the addition of value and delivery of information through InfoExpress, the library's proposed fee-recovery reference service.

Cathy Lawhun, manager of InfoExpress, summarized multimedia services and the various formats available for information.

Steve McLaughlin, librarian in Automation Services, explained indexing, subject headings, and keyword access in the library's online catalog.

Cathy Nyhan, InfoExpress librarian, described FirstSearch, a database accessed through the Internet.

Cathy Sanford, manager of Community Databases, reported on the Public Library's online information describing San Francisco organizations and services.

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Alvaro Sanabria, General Collections librarian, provided an update on information available on CD ROMs.

Carol Coon, government documents manager, reported on the variety of information sources and formats offered in the library's Business/Science/Documents department.

Sam Douglas, librarian in Art/Music/Recreation, reported on the source materials available through EBSCO.

Ms. Nyhan demonstrated information access on the Internet and pointed out that online information retrieval will be particularly helpful at branch libraries with relatively small book collections.

Commissioner Streets departed at 12:05 PM.

Mr. Esteves described document delivery proposed for InfoExpress and explained the differences between standard and expedited reference service.

Vice President Jebe declared a short recess at 12:14 PM and reconvened the workshop at 12:20 PM. At 12:25 PM the chair recessed the workshop until 2:00 PM.

At 2:00 PM Vice President Jebe reconvened the workshop and announced that commissioners would each be allotted 30 minutes each for questions.

Following discussion among the commissioners and staff regarding expedited-reference service, Vice President Jebe, invited public comment.

A member of the public inquired about pay service.

A second member of the public spoke in opposition to denying service to individuals without money. She suggested that if InfoExpress is approved, the library's proposed rates be increased in order to fully recover the costs of the service and prevent subsidy from tax sources.

Bill Hale, member of the public, expressed concerns regarding standard library service and described a difficulty he encountered in obtaining reference assistance.

Vice President Jebe adjourned the July 26, 1995, electronic information workshop for the San Francisco Public Library Commission at 3:14 PM.

City and County of San Francisco
Public Library Commission

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Addendum

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KENNETH E. DOWLIN
City Librarian

NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: **Tuesday, August 1, 1995**

TIME: **5:30 PM**

PLACE: **Bayview/Anna E. Waden Branch Library**
5075 3rd Street
San Francisco, CA 94124

AGENDA:

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENT**

5. **APPROVAL OF MINUTES OF SPECIAL COMMISSION MEETING OF JULY 5, 1995**

6. **APPROVAL OF CONSENT CALENDAR**

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

A. **Adoption of Resolution #2029:** Approval of temporary, exempt and non-civil service appointments and separations for month of July, 1995

Main Library, Civic Center
San Francisco, CA 94102
Tel: (415) 557-4233

7. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

A. Welcome by Linda Brooks Burton, Branch Librarian

B. Discussion and possible action on location for Commission meetings during closure of Main Library

8. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin

A. Briefing on the state of the Library

9. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

A. **Adoption of Resolution #2028**: Authorizing approval for the San Francisco Public Library to adopt the cost recovery schedule, pursuant to Section 10.117-13 of the San Francisco Administrative Code, for InfoExpress, the library's cost-recovery information service
Postponed from special Commission meeting of July 5, 1995

10. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Walter G. Jebe, Sr., Chair

A. Update on status of New Main Library work in progress

B. Update on Branch Libraries work in progress

C. Discussion of seismic condition of Branch Libraries

11. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. Update on activities of consultant O'Brien-Kreitzberg and Associates

B. Presentation on policy and procedure for obtaining a library card

C. Presentation on future plans for Fulton Street

12. **LIBRARIANS' GUILD**

13. **NEW BUSINESS**

14. **MEETING REVIEW**

15. **CLOSED SESSION**

Closed Session to discuss candidates for Secretary to the Library Commission, pursuant to Administrative Code section 67.10, and Closed Session to discuss quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54957.

Pursuant to section 67.14 of the Administrative Code, the Library Commission shall vote whether to disclose to the public any portion of its Closed Session discussion which is not confidential.

16. **ADJOURNMENT**

6/10/95:dm

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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Addendum

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

ADDENDUM TO NOTICE OF SPECIAL MEETING
San Francisco Public Library Commission

DATE: **Tuesday, August 1, 1995**

TIME: **5:30 PM**

PLACE: **Bayview/Anna E. Waden Branch Library**
5075 3rd Street
San Francisco, CA 94124

15. CLOSED SESSION

Closed Session to discuss and take possible action regarding candidates for Secretary to the Library Commission, pursuant to Administrative Code section 67.10, and Closed Session to discuss quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54957.

Pursuant to section 67.14 of the Administrative Code, the Library Commission shall vote whether to disclose to the public any portion of its Closed Session discussion which is not confidential.

16. **ADJOURNMENT**

7/12/95:dm

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Tuesday, August 1, 1995

ANE M. JORDAN
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MES P. HERLIHY
sident

ALTER G. JEBE, SR.
ce President

REN CROMMIE
OMAS H. GEE, J.D.
AN A. STREETS
ORMAN V. WECHSLER
missioners

ENNETH E. DOWLIN
ty Librarian

The San Francisco Public Library Commission held a special meeting on Tuesday, August 1, 1995, at the Bayview/Anna E.Waden Branch Library.

I. Call to order

The meeting was called to order at 5:45 PM by Commission President James P. Herlihy.

II. Roll call

The following members were noted present: President James P. Herlihy; Commission Vice President Walter G. Jebe, Sr.; Commissioners Karen Crommie, Thomas H. Gee, J.D., Fran A. Streets, and Norman V. Wechsler.

III. Public comment

President Herlihy called for public comment and offered a sign-up sheet for those who wished to specifically address the InfoExpress service.

Annette McNair, Librarian, suggested a public forum be convened regarding the InfoExpress project.

Bill Hale, library patron, encouraged the Commission to delay voting on InfoExpress and questioned the Commission's authority to move forward.

Ed Regan, library patron, requested that Sunday hours be implemented at the Merced Branch Library and asked that when announcing employee separations that the reason for separation be indicated.

Larry Ware, Neighborhood Council, commended the Waden Branch Library staff and thanked the Commission for adding to the book budget.

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Timothy Gillespie, Public Access Project, thanked the Commission for holding meetings at branches. He reviewed the public disclosure law indicating materials that he had requested had not been made available to him. Mr. Gillespie suggested that the InfoExpress item be kept in its original order on the agenda.

Mr. Smith, representative of the Boys' and Girls' Club, thanked the Commission for sending the book mobile to "the Hill."

IV. Approval of Minutes

Bill Hale submitted his testimony from the previous meeting for correction to the minutes.

Ellen Egbert, library patron, corrected the minutes stating her concerns were regarding provisional staff members' inability to receive retirement due to the lack of a Civil Service test.

Annette McNair, Librarian, stated that her statement as portrayed in the minutes was a biased version.

MOTION: Commissioner Jebe moved to approve the minutes as amended for the special Library Commission meeting of July 5, 1995.

ACTION: Unanimously approved.

V. Approval of consent calendar

MOTION: Commissioner Crommie moved adoption of Resolution #2029: Approval of temporary, exempt, and non-Civil Service appointments and separations for the month of July 1995.

ACTION: Unanimously approved

VI. President's Report
Commissioner James P. Herlihy

Linda Brooks Burton, Bayview/Anna E. Waden Branch Librarian, welcomed the Commission and attendees. She provided an informational history of the Branch and gave an update on future Branch programs.

Kenneth Dowlin, City Librarian, stated that he is continuing his efforts to locate a site for future Commission meetings during the closure of the New Main Library.

VII. **City Librarian's Report**
Kenneth E. Dowlin

Briefing on state of the Library was tabled to the meeting of September 5, 1995.

VIII. **Finance Committee Report**
Commissioner Norman V. Wechsler, Chair

Commissioner Wechsler reported that the Finance Committee was recommending an amendment to the InfoExpress Resolution #2028, to include establishing a pilot program for a six-month period, including tracking and monthly update.

Jason Gibbs, Librarians' Guild representative, recommended creating an InfoExpress mission statement and advocated continued discussion.

Annette McNair, Librarian, opposed implementing InfoExpress service.

Gloria Horn, Librarian, opposed InfoExpress.

Sue Rugge, librarian, supported InfoExpress.

Barbara Newcombe opposed InfoExpress.

Ellen Roberts, Airport businessperson, supported InfoExpress.

Cornell Doss, student, suggested the Commission re-evaluate implementing InfoExpress.

Rachel MacLachlan, Library Security Director, read a supportive statement for InfoExpress from Dallas Shaffer, Director of Monterey County Free Library.

Ed Regan recommended that the Commission issue an informational pamphlet regarding InfoExpress.

Rejois Frazier, Principal of Gloria M. Davis Academic Middle School, opposed InfoExpress.

Marjorie Johansen, Librarian, supported InfoExpress.

Timothy Gillespie, Public Access Project, stated that there has been confusion regarding the Library's public access policy and requested the issuance of a public access policy.

Larry Ware, Neighborhood Council, introduced Gilbert Cook, a prize-winning orator, and described InfoExpress as workable.

Gwendolyn McClendon, Gilbert Cook's mother, was in favor of InfoExpress as a six-month pilot program.

Ruth McGinnis, Librarian, opposed InfoExpress.

Marsha Popper opposed InfoExpress.

Kathy Bremmer, Librarians' union representative, opposed InfoExpress.

Bill Hale opposed InfoExpress.

MOTION: Commissioner Crommie moved to adopt Resolution #2028 as amended:

FURTHER RESOLVED, That after six months of operation of this pilot program the costs and revenues for the program will be reviewed to assess the ability of the project to recover full costs, the appropriateness of charging at a higher level to non-residents of California, and whether the project should be modified, cease to operate, or continue as implemented.

FURTHER RESOLVED, That the City Librarian will provide at each regular Commission meeting a report on the de facto free and equal access to information, revenues and costs of the program.

ACTION: Unanimously approved

President Herlihy asked for additional public comments:

Larry Ware again commended the Commission for meeting at the branches and for the services provided.

Walter Johnson, parent, stated that he did not want children to merely be able to call InfoExpress and get information without doing research.

Dorothy Spidell expressed concern that services previously provided by the Library might be eliminated as a result of InfoExpress.

IX. Building and Facilities Committee Report
Commissioner Walter G. Jebe, Sr., Chair

Commissioner Jebe reported that the New Main Library is on schedule and on budget and postponed discussion on the remaining items under his report.

X. **Planning Committee Report**
Commissioner Karen Crommie, Chair

Commissioner Crommie postponed the Planning Committee report.

XI. **Librarians' Guild**

No report

XII. **New business**

None

XIII. **Meeting Review**

None

XIV. **Closed session**

A. President Herlihy announced that the Library Commission would be meeting in closed session, pursuant to Administrative Code Section 67.10, to discuss candidates recommended for Secretary to the Library Commission. The closed session began at 7:52 PM.

President Herlihy announced that the discussion regarding the quarterly evaluation of the City Librarian's performance would be postponed.

B. At 8:16 PM, President Herlihy reconvened the public portion of the meeting and cited Section 66.14 of the City's Sunshine Ordinance which requires the Commission to vote whether to disclose to the public any portion of its closed session discussion which is not confidential.

MOTION: Commissioner Crommie moved to disclose no portion of the closed session discussion.

ACTION: Unanimously approved

XV. **Adjournment**

On Commissioner Jebe's motion, the August 1, 1995 special meeting of the San Francisco Public Library Commission was adjourned at 8:18 PM.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to approval of the Public Library Commission at its next monthly meeting.

Copies of Commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

8/15/95:mwc

[RESOLUTION #2028 AS AMENDED AT AUGUST 1, 1995 SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING]

WHEREAS, THE SAN FRANCISCO PUBLIC LIBRARY IS RECEIVING AN INCREASED LEVEL FOR INFORMATION, REFERENCE, AND RESEARCH SERVICES FROM INDIVIDUALS AND CORPORATIONS THAT ARE NOT RESIDENTS OF CALIFORNIA, AND THUS PROVIDE NO PUBLIC FUNDS TO SUPPORT LIBRARY SERVICES IN SAN FRANCISCO; AND,

WHEREAS, The individuals and corporations are increasingly requesting that information and materials from the San Francisco Public Library be delivered to their residence or business by electronic means which involve additional cost to the library for such services, and

WHEREAS, That much of the material requested electronically is copyrighted and thus it is incumbent on the SFPL to pay fees for copying or facsimile transmission in order to comply with the copyright laws of the Federal Government; and

WHEREAS, The individuals and corporations are increasingly requesting that library staff research, assemble, and deliver information documents and products beyond the normal level of information and reference services presently available at SFPL; now, therefore, be it

RESOLVED, That the San Francisco Public Library shall charge fees for these services which are beyond the basic library services as defined by the State of California; and be it

FURTHER RESOLVED, That pursuant to section 10.117-3 of the SAN FRANCISCO ADMINISTRATIVE CODE, the San Francisco Public Library Commission adopts the following cost recovery schedule for InfoExpress, the Library's expedited information service:

For Research Services:
$60.00 per hour ($15.00 minimum)

For Document Delivery:
Copy Service:
$20.00/hour labor
$10.00 per item minimum (up to 10 pages)
$ .25 per page (over 10 pages)

For FAX Service:
$20.00/hour labor

$10.00 per item minimum (up to 5 pages)
$ .25 per page (over 5 pages)

For Mail Service:
$1.50 lst class minimum
Overnight/Express mail at cost

For Courier and other delivery:
At cost

For Direct Service Costs:
Online database search time fees will be billed at cost.
World-wide telephone charges will be billed at cost.

For Tax-Subsidized Municipal Reference:
Municipal Reference questions will be subsidized as follows:
Up to one hour of research time ($60.00 maximum)
Up to one hundred pages of photocopying ($25.00 maximum)
Up to twenty-five pages of faxing ($8.50 maximum)
Mail/Courier (no charge)
Telephone/Database Search time (up to $60.00 maximum),
and be it

FURTHER RESOLVED, That revenue from expedited reference will be deposited and expended in accordance with Administrative Code, Section 10.117-13. All fees shall be deposited in the Special Collections and Services Funds and expended solely for costs related to providing information resources, and other costs related to providing information services now; and be it

FURTHER RESOLVED, That after six months of operation of this pilot program the costs and revenues for the program will be reviewed to assess the ability of the project to recover full costs, the appropriateness of charging at a higher level to non-residents of California, and whether the project should be modified, cease to operate, or continue as implemented.

FURTHER RESOLVED, That the City Librarian will provide at each regular Commission meeting a report on the de facto free and equal access to information, revenues and costs of the program.

8/15/95:mwc

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S P. HERLIHY
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LTER G. JEBE, SR.
President

EN CROMMIE
OMAS H. GEE, J.D.
N A. STREETS
RMAN V. WECHSLER
missioners

NNETH E. DOWLIN
Librarian

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: **Tuesday, September 5, 1995**

TIME: **5:30 PM**

PLACE: **Lurie Room**
Main Library
Civic Center

AGENDA:

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT**
5. **APPROVAL OF MINUTES OF SPECIAL COMMISSION MEETING OF AUGUST 1, 1995**

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6. APPROVAL OF CONSENT CALENDAR

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item.

A. **Adoption of Resolution #2030:** Approval of temporary, exempt and non-Civil Service appointments and separations for month of August 1995

7. ACTION ITEM

A. Announcement of vote taken on August 1, 1995, at closed session of the Commission regarding approval of Commission to offer the position of Secretary, Library Commission to Margaret W. Culver

B. Vote on approval of appointment of Margaret W. Culver as Secretary, Library Commission retroactive to August 7, 1995.

8. PRESIDENT'S REPORT
Commissioner James P. Herlihy

A. Presentation by Buck Delventhal, Deputy City Attorney, regarding the Brown Act, the Sunshine Ordinance and the Public Records Act

9. CITY LIBRARIAN 'S REPORT
Kenneth E. Dowlin

A. Briefing on state of the Library
(Postponed from 8/1/95 agenda)

B. Monthly report on InfoExpress (Library Express)

C. Update and possible action on recommended alternate Commission meeting site

D. Discussion and possible action on the closure of the Main Library and last day of walk-in service on 12/31/95

E. Discussion and possible action to amend the Commission policy regarding holiday Library closure for Library closings on 12/24/95 and 12/31/95

10. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

August committee meeting canceled

11. BUILDING AND FACILITIES COMMITTEE REPORT
Commissioner Walter G. Jebe, Sr., Chair

August committee meeting canceled

A. Update on status of the New Main Library work in progress, Jim Cheng, Project Manager, Department of Public Works

12. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

August committee meeting canceled

13. LIBRARIANS' GUILD

14. NEW BUSINESS

15. MEETING REVIEW

16. CLOSED SESSION

Closed session to discuss quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54947.

Pursuant to Government Code section 54957.1, the Library Commission will will disclose to the public a report of action, if any, taken by the Commission in its closed session.

17. ADJOURNMENT

8/29/95:mwc

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, September 5, 1995

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, September 5, 1995, in the Lurie Room of the Main Library in Civic Center.

1. CALL TO ORDER

The meeting was called to order at 5:31 PM by Commission President James P. Herlihy.

2. PLEDGE OF ALLEGIANCE

The call to order was followed by the pledge of allegiance.

3. ROLL CALL

The following members were noted present: President James P. Herlihy; Commissioners Karen Crommie, Thomas H. Gee, J.D., Fran A. Streets and Norman V. Wechsler.

Commission Vice President Walter G. Jebe, Sr., was excused.

4. PUBLIC COMMENT

Ed Regan, library patron, reiterated his request that Merced Branch hours be increased and that a brochure regarding Library Express and Internet be issued.

Ellen Egbert, library patron, reported that Marcia Schneider and Kathleen Murray have included new hires in the retirement plan and suggested the Commission urge Human Resources Development to put all future employees directly into the system.

5. APPROVAL OF MINUTES OF SPECIAL COMMISSION MEETING OF AUGUST 1, 1995

Commissioner Crommie corrected the first Resolved clause of Resolution #2028 to read as follows:

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"RESOLVED, That the San Francisco Public Library shall establish a pilot program charging fees for these services which are beyond the basic library services as defined by the State of California; and be it"

Commissioner Wechsler inquired how minutes would be streamlined, as he feels public comments are included but not so all Commissioner comments. President Herlihy offered that 40 hours may be used to transcribe minutes each month. He asked the Secretary to summarize and faithfully reflect all major policy decisions of the Commission. Commissioner Crommie stated that action minutes are the norm and record of public comments and should reflect only support or opposition.

Commissioner Wechsler stated he will bring up charging higher fees to out-of-San Francisco patrons as a matter of policy in the Finance Committee and that both the City Librarian and Commission President should review the minutes, to which President Herlihy agreed.

Jason Gibbs, Librarian, stated that he is not the Librarians' Guild representative and that Library Express is in conflict with the present mission statement of the Library, and he advocated continued Library Express discussion.

Timothy Gillespie, Public Access Project, stated he was disturbed by the Commission Secretary's memo to the Library Commission suggesting compliance with the Sunshine Ordinance, but not going beyond it in the reporting of the minutes. Mr. Gillespie also stated that unpopular views have not been reported. He strongly urged the Commission not to take the Secretary's advice.

Ellen Egbert spoke on behalf of Marcia Popper with regard to a letter she had written in which she neither opposed or supported Library Express but felt that public comment on action items might need Commission reflection. Ms. Egbert credited some mistakes in the minutes to the Secretary's newness in the position.

MOTION: Commissioner Crommie moved to accept the amended minutes as corrected.

ACTION: Unanimously approved.

6. APPROVAL OF CONSENT CALENDAR

MOTION: Commissioner Streets moved the adoption of Resolution #2030:

Approval of temporary, exempt and non-Civil Service appointments and separations for month of August 1995

ACTION: Unanimously approved

7. ACTION ITEM

A. President Herlihy reported that a vote was taken at Closed Session on August 1, 1995 to offer the position to Margaret W. Culver as Secretary to the Library Commission by a vote of 6 - 0 in favor.

MOTION: Commissioner Streets moved not to divulge deliberation in closed session at the last meeting regarding this item.

Commissioner Wechsler added that it was a unanimous vote.

ACTION: Unanimously approved

B. Vote on approval of appointment of Margaret W. Culver as Secretary, Library Commission retroactive to August 7, 1995

MOTION: Commissioner Gee moved approval of appointment of Margaret W. Culver as Secretary, Library Commission retroactive to August 7, 1995.

ACTION: Unanimously approved

8. PRESIDENT'S REPORT
Commissioner James P. Herlihy

President Herlihy introduced Buck Delventhal, Deputy City Attorney, who reviewed the Brown Act, the Sunshine Ordinance and the Public Records Act. He pointed out that it is the responsibility of the Commission to insure that this legislation is complied with at all Commission meetings. Mr. Dowlin stated that the manner in which the Commission agendas are presently constructed with public comment at the beginning of the session, is legal and appropriate. He mentioned that the Library Commission is going beyond the law in its efforts to enable public comment.

Mr. Delventhal stated that all three acts have to be adhered to concurrently. He encouraged the Commission, administrative staff or individuals to contact the City Attorney's office.

He indicated that when Library employees are asked a question, they need to determine whether they can answer it in 15 minutes or less; if so, they should respond to the question. However, if it is not possible for the individual to respond in a 15-minute time frame, the requester should be encouraged to put the request in writing and submit it to the Secretary to the Library Commission to insure that the Library is diligent about

observing the legal obligations of the Library Commission.

Commissioner Wechsler led discussion about Mr. Delventhal's presentation. Mr. Delventhal told the Commission that the City Attorney's office would have an up-dated memorandum completed in the next month. President Herlihy asked the Secretary to redistribute the present 1992 memorandum. Commissioner Crommie suggested that staff and Commission study these acts. She also said that minutes and requests for public documents take a substantial amount of the Secretary's time, hence action minutes would free some of the Secretary's time.

Mr. Delventhal stated that reasonableness be used in charging for public documents and that meeting room policy is within the discretion of the Commission.

Public comment is required on every item to be voted on by the Commission. In response to Commissioner Wechsler, Mr. Delventhal stated that one public comment period at the beginning of the agenda satisfies the Sunshine Ordinance.

9. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Briefing on state of the Library

Mr. Dowlin reported that the budget was finally approved, Proposition E has been fully implemented, and that Technical Services has spent the $4.5 million book budget. Commissioner Wechsler requested that a general breakdown on this budget item be given to the Commission on a regular basis to which Mr. Dowlin agreed.

B. Monthly report on Library Express (formerly InfoExpress)

President Herlihy asked the Secretary to send a copy of a New York Times article regarding service similar to Library Express to all members of the Commission. Roberto Esteves, Assistant Chief of the Main Library, submitted and reviewed a written statistical report and informational articles regarding the progress of the service in its first month of operation. Commissioner Crommie asked that information be published in understandable language for the public. Mr. Esteves broke out figures by geographic location. President Herlihy asked if San Francisco usage is expected to increase. Kathy Lawhun, Library Express Manager, agreed to create a breakout of Bay Area, San Francisco and Northern California usage. President Herlihy verified that training costs would not be a recurring cost, that there be publicity next month and an evaluation at a later date. Commissioner Crommie obtained clarification on consultancy hours reporting from Kathy Lawhun and expressed pleasure about staff doing training. Commissioner Streets asked for an explanation of cost recovery projections. Mr. Dowlin

explained that the Administrative Code allows the Library to collect funds for special collections and information services programs. He also reported that major shifts are taking place in California with closing of back-up reference centers and that San Francisco could end up doing reference work for all of California.

C. Update and possible action on recommended alternate Commission meeting site

Mr. Dowlin requested approval that the Board of Supervisors committee meeting room at the War Memorial Veterans Building be designated as the alternate Library Commission meeting site from January through April 1996.

MOTION: Commissioner Crommie moved that the City Librarian move forward with negotiations on an alternative Commission meeting site.

Commissioner Wechsler was assured that the seating capacity was adequate at the Board of Supervisors meeting room.

Ellen Egbert asked if this would mean discontinuance of meeting every other month at branches. President Herlihy asked Commissioner Crommie to calendar a discussion of success of the alternative meeting sites and whether it should be recommended to continue in 1996. Commissioner Crommie stated she would but wanted input from each Commissioner. Commissioner Wechsler asked if there could be an expression of the Commission.

ACTION: Unanimously approved

D. Discussion and possible action on the closure of the Main Library and last day of walk-in service on 12/31/95

Kathy Page described the multi-faceted operation of moving into the New Main from January through March; including $5.5 million of furniture and equipment; collections (for which contract bids were just opened) will take 10 weeks to move; computer equipment; telephone system; records in the on-line system while changing location codes. Carol Brown, move-in consultant has helped identify 50-60 tasks system, and staff will assist in the move. Mr. Dowlin said telephone service will be operational at all times. Commissioner Wechsler asked if we have other examples of other major library moves and how we plan to inform the public of why the Main Library will be closed for 3-1/2 months. President Herlihy asked to table this item until the next Full Commission meeting of October 3, 1995, at which time Kathy Page will have a timeline available for the Commission. Occupancy will be taken on December 31, 1995. The monthly construction report will contain a timeline each month. Mr. Dowlin said that technology programs are being implemented which will help, materials will be accessible

from branches and renewing will be available by touchtone phone.

E. Mr Dowlin requested that the Commission modify Commission policy regarding Library closure for Library closings on 12/24/95 and 12/31/95

Commissioner Wechsler led the discussion asking for more information.

Ed Regan requested that branch hours be increased during the closure of the Main Library.

Ellen Egbert cautioned that people who do not celebrate Christian holidays might criticize this policy.

MOTION: Commissioner Crommie moved to amend the holiday closing policy to read:

"The Library will be closed on all days declared to be holidays by the City as set forth in the Salary Standardization Ordinance.

Additional closings will be as follows:

- The entire system on Easter Sunday.
- The entire system at 5 P.M. on Christmas eve and New Year's eve; when Christmas eve falls on Sunday, the entire system will be closed.
- Chinatown Branch at 5 P.M. on Chinese New Year's eve.

- The Main Library when it is anticipated that congestion in the Civic Center area will make opening the main library ineffective."

Mr. Regan suggested that closings be left up to majority vote of staff.

ACTION: Unanimously approved

Mr. Gillespie requested permission to speak on the last item citing Mr. Delventhal as authority. President Herlihy stated that having a public comment period at the beginning of the agenda and before each action vote is more than sufficient.

10. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

No report

11. BUILDING AND FACILITIES COMMITTEE REPORT
Commissioner Walter G. Jebe, Sr., Chair

A. Update on status of the New Main Library work in progress by James Cheng, Project Manager, Department of Public Works, was postponed until the next Commission meeting. Commissioner Wechsler commented that postponing reports might present a problem with four months until opening the New Main Library.

12. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

No report

13. LIBRARIANS' GUILD

Melissa Riley, Intellectual Freedom Council and Roundtable, applauded the Library reaffirming allegiance to free and equal access, but that Library Express is inequitable and suggested that those who can pay probably can find this service elsewhere. Ms. Riley stressed timeliness as being unavailable to those who cannot pay. She opined that First Search will introduce another kind of lack of equality. President Herlihy restated that Library Express provides equal access to information and that all comments are limited to three minutes.

Kathy Page, Chief of the Main Library, has a committee discussing monitoring and evaluation basic reference service and is trying First Search for a six-month period.

14. NEW BUSINESS

None

15. MEETING REVIEW

None

16. CLOSED SESSION

James Chaffee, library patron, reminded the Commission that September 25 was Rosh Hashanah.

Discussion of the quarterly evaluation of the City Librarian's performance, pursuant to Government Code section 5494 was postponed until September 25, 1995.

17. ADJOURNMENT

On Commissioner Wechsler's motion, the September 5, 1995 regular meeting of the San Francisco Public Library Commission was adjourned at 8:27 PM.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

Please note: These draft minutes are subject to approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

9/26/95:MWC

[RESOLUTION #2028 AS AMENDED AT AUGUST 1, 1995 SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING AND CORRECTED ON SEPTEMBER 5, 1995]

WHEREAS, THE SAN FRANCISCO PUBLIC LIBRARY IS RECEIVING AN INCREASED LEVEL FOR INFORMATION, REFERENCE, AND RESEARCH SERVICES FROM INDIVIDUALS AND CORPORATIONS THAT ARE NOT RESIDENTS OF CALIFORNIA, AND THUS PROVIDE NO PUBLIC FUNDS TO SUPPORT LIBRARY SERVICES IN SAN FRANCISCO; AND,

WHEREAS, The individuals and corporations are increasingly requesting that information and materials from the San Francisco Public Library be delivered to their residence or business by electronic means which involve additional cost to the library for such services, and

WHEREAS, That much of the material requested electronically is copyrighted and thus it is incumbent on the SFPL to pay fees for copying or facsimile transmission in order to comply with the copyright laws of the Federal Government; and

WHEREAS, The individuals and corporations are increasingly requesting that library staff research, assemble, and deliver information documents and products beyond the normal level of information and reference services presently available at SFPL; now, therefore, be it

RESOLVED, That the San Francisco Public Library shall establish a pilot program charging fees for these services which are beyond the basic library services as defined by the State of California; and be it

FURTHER RESOLVED, That pursuant to section 10.117-3 of the SAN FRANCISCO ADMINISTRATIVE CODE, the San Francisco Public Library Commission adopts the following cost recovery schedule for InfoExpress, the Library's expedited information service:

For Research Services:
$60.00 per hour ($15.00 minimum)

For Document Delivery:
Copy Service:
$20.00/hour labor
$10.00 per item minimum (up to 10 pages)
$ .25 per page (over 10 pages)

For FAX Service:
$20.00/hour labor

$10.00 per item minimum (up to 5 pages)
$ .25 per page (over 5 pages)

For Mail Service:
$1.50 lst class minimum
Overnight/Express mail at cost

For Courier and other delivery:
At cost

For Direct Service Costs:
Online database search time fees will be billed at cost.
World-wide telephone charges will be billed at cost.

For Tax-Subsidized Municipal Reference:
Municipal Reference questions will be subsidized as follows:
Up to one hour of research time ($60.00 maximum)
Up to one hundred pages of photocopying ($25.00 maximum)
Up to twenty-five pages of faxing ($8.50 maximum)
Mail/Courier (no charge)
Telephone/Database Search time (up to $60.00 maximum),
and be it

FURTHER RESOLVED, That revenue from expedited reference will be deposited and expended in accordance with Administrative Code, Section 10.117-13. All fees shall be deposited in the Special Collections and Services Funds and expended solely for costs related to providing information resources, and other costs related to providing information services now; and be it

FURTHER RESOLVED, That after six months of operation of this pilot program the costs and revenues for the program will be reviewed to assess the ability of the project to recover full costs, the appropriateness of charging at a higher level to non-residents of California, and whether the project should be modified, cease to operate, or continue as implemented.

FURTHER RESOLVED, That the City Librarian will provide at each regular Commission meeting a report on the de facto free and equal access to information, revenues and costs of the program.

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SAN FRANCISCO PUBLIC LIBRARY
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ANK M. JORDAN
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MES P. HERLIHY
esident

ALTER G. JEBE, SR.
ce President

REN CROMMIE
IOMAS H. GEE, J.D.
AN A. STREETS
ORMAN V. WECHSLER
mmissioners

ENNETH E. DOWLIN
ty Librarian

NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: Monday, September 25, 1995

TIME: 4:00 PM

PLACE: Lurie Room, Main Library
Civic Center

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AGENDA:

1. **CALL TO ORDER**
   - A. Pledge of allegiance
   - B. Roll call

2. **PUBLIC COMMENT**

3. **QUARTERLY EVALUATION OF CITY LIBRARIAN'S PERFORMANCE**

   A. Closed session: Commission will perform quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54947.

   B. Open session: Commission will return to open session, and meeting will be called to order.

   Pursuant to section 66.14 of the Sunshine Ordinance, the Library Commission shall vote whether to disclose to the public any portion of its closed session discussion.

4. **ADJOURNMENT**

9/20/95:MWC

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ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of special closed session of Monday, September 25, 1995

The San Francisco Public Library Commission held a closed session meeting on Monday, September 25, 1995, in the Lurie Room of the Main Library in Civic Center.

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

1. CALL TO ORDER

The meeting was called to order at 4:00 PM. The call to order was followed by the pledge of allegiance. The following members were noted present: President James P. Herlihy; Commissioners Karen Crommie; Thomas H. Gee, J.D.; Fran A. Streets; and Norman V. Wechsler. Commission Vice President Walter G. Jebe, Sr., was excused.

2. PUBLIC COMMENT

Ed Regan, library patron, suggested the Commission publish pamphlets on Library Express, the Internet, the Library in general, the Sunshine Ordinance and the Brown Act. Mr. Regan also requested that the Merced Branch be open seven days a week.

3. QUARTERLY EVALUATION OF CITY LIBRARIAN'S PERFORMANCE

A. President Herlihy announced that the Library Commission would be meeting in closed session, pursuant to Government Code section 54947, to perform a quarterly evaluation of the City Librarian's performance. The closed session began at 4:07 PM.

B. The Commission returned to open session at 6:02 PM.

MOTION: Commissioner Wechsler moved, pursuant to section 67.14(a) of the Sunshine Ordinance, that the Library Commission not disclose to the public any portion of its closed session discussion.

ACTION: Unanimously approved

4. ADJOURNMENT

Upon Commissioner Crommie's motion, the meeting was adjourned at 6:03 PM.

10/12/95:MWC

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: **Tuesday, October 3, 1995**

TIME: **6:30 p.m.**

PLACE: **Ortega Branch Library**
3223 Ortega Street (at 39th Avenue)

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENT**

5. **APPROVAL OF MINUTES OF COMMISSION MEETING OF SEPTEMBER 5, 1995**

6. **APPROVAL OF CONSENT CALENDAR**

   There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item.

   A. **Adoption of Resolution #2031:** Approval of temporary, exempt and non-Civil Service appointments and separations for month of September 1995

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7. PRESIDENT'S REPORT
Commissioner James P. Herlihy

A. Introduction of Ortega branch staff

B. Public comment from Ortega Branch patrons

8. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Briefing on major activities at Ortega Branch

B. Monthly report on Library Express

C. Update and possible action on recommended alternate Commission meeting sites for 1996

D. Discussion and action on closure of Main Library and last day of walk-in service on 12/31/95, Kathy Page Chief of the Main

E. Update on status of New Main Library, James Cheng, Department of Public Works

F. Update on status of branch projects, James Chia and Jorge Alfaro, Department of Public Works

G. Briefing on reopening of Portola Branch

H. Update on expenditure of 1994-95 materials budget

I. Discussion and possible action on holiday closures

9. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

Discussion and possible action amending Library Express fee schedule for out-of-county residents

10. BUILDING AND FACILITIES COMMITTEE REPORT
Commission Vice President Walter G. Jebe, Sr., Chair

No meeting held in September

11. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

No meeting held in September

12. LIBRARIANS' GUILD

13. NEW BUSINESS

14. MEETING REVIEW

15. ADJOURNMENT

9/11/95:mwc

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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ADDENDUM TO NOTICE OF SPECIAL MEETING
San Francisco Public Library Commission

DATE: **Tuesday, October 3, 1995**

TIME: **6:30 PM**

PLACE: **Ortega Branch Library**
3223 Ortega Street at 39th Avenue

9. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

A. **Adoption of Resolution #2032:** Authorizing the City Librarian to accept and expend $27,211 available from the United States Department of Education for a Project Read Tutor Support Program. Indirect costs of 5% are contained in this grant.

B. **Adoption of Resolution #2033:** Authorizing the City Librarian to accept and expend $28,140 available from the United States Department of Education for a Project Read Outreach Program. Indirect costs of 5% are contained in this grant.

C. **Adoption of Resolution #2034:** Authorizing the City Librarian to accept and expend $23,741 available from the United States Department of Education for a Project Read Student Support Program. Indirect costs of 5% are contained in this grant.

D. **Adoption of Resolution #2035:** Authorizing the City Librarian to accept and expend $57,540 available from the California State Library's Administration of LSCA, Title I funds for a Southeast Literacy Program. Indirect costs of 5% are contained in this grant.

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E. **Adoption of Resolution #2036:** Authorizing the City Librarian to apply for available funds administered by the State Literacy Resource Center of California for a Project Read Inmate Literacy Program. Indirect costs of 5% are contained in this grant.

F. Discussion and possible action related to funding needs for telephone system and other projected costs

G. Discussion and possible action amending fee schedule for out-of-county Library Express patrons

9/13/95:MWC

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ALTER G. JEBE, SR.
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REN CROMMIE
OMAS H. GEE, J.D.
AN A. STREETS
RMAN V. WECHSLER
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NNETH E. DOWLIN
y Librarian

SECOND ADDENDUM TO NOTICE OF SPECIAL MEETING
San Francisco Public Library Commission

DATE: **Tuesday, October 3, 1995**

TIME: **6:30 PM**

PLACE: **Ortega Branch Library**
3223 Ortega Street at 39th Avenue

9. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

Add item H. to this report:

H. **Adoption of Resolution #2037:** Authorizing the San Francisco Public Library to expend $30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation as part of the Community Wide Education and Information services program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources, waiving indirect costs.

9/15/95:MWC

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ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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REN CROMMIE
OMAS H. GEE, J.D.
N A. STREETS
RMAN V. WECHSLER
missioners

NNETH E. DOWLIN
Librarian

NOTICE OF CANCELLATION OF OCTOBER 3, 1995, SPECIAL MEETING
San Francisco Public Library Commission

Please note that a special meeting called for October 3, 1995, at the Ortega Branch Library has been canceled. Please note that a separate notice of the new special meeting has been posted.

Take careful note of the different time and different place of the new special meeting. The notice for the new special meeting indicates that it will take place at the following date, time and place:

DATE: October 3, 1995

TIME: 4:00 PM **(note time change)**

PLACE: Lurie Room, Main Library, Civic Center **(note change of location)**

9/28/95:MWC

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ANK M. JORDAN
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MES P. HERLIHY
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ALTER G. JEBE, SR.
e President

REN CROMMIE
IOMAS H. GEE, J.D.
AN A. STREETS
ORMAN V. WECHSLER
missioners

NNETH E. DOWLIN
y Librarian

NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: **Tuesday, October 3, 1995**

TIME: **4:00 p.m.**

PLACE: **Lurie Room, Main Library, Civic Center**

AGENDA:

1. **CALL TO ORDER**

   A. Pledge of allegiance
   B. Roll call

2. **PUBLIC COMMENT**

3. **APPROVAL OF MINUTES OF COMMISSION MEETING OF SEPTEMBER 5, 1995**

4. **ADOPTION OF RESOLUTION #2031:** Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of September 1995

5. **PRESIDENT'S REPORT**
   Commissioner James P. Herlihy

6. **CITY LIBRARIAN'S REPORT**
   Kenneth E. Dowlin

   A. Monthly report on Library Express

   B. Update and possible action on recommended alternate Commission meeting sites for 1996

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C. Discussion and possible action on closure of Main Library and last day of walk-in service on 12/31/95, Kathy Page Chief of the Main

D. Update on status of New Main Library, James Cheng, Department of Public Works

E. Update on status of branch projects, James Chia and Jorge Alfaro, Department of Public Works

F. Update on Portola Branch relocation

G. Update on expenditure of 1994-95 materials budget

H. Discussion and possible action on holiday closures

7. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

A. **Adoption of Resolution #2032:** Discussion and possible action authorizing the City Librarian to accept and expend $27,211 available from the United States Department of Education for a Project Read Tutor Support Program; indirect costs of 5% are contained in this grant.

B. **Adoption of Resolution #2033:** Discussion and possible action authorizing the City Librarian to accept and expend $28,140 available from the United States Department of Education for a Project Read Outreach Program; indirect costs of 5% are contained in this grant.

C. **Adoption of Resolution #2034:** Discussion and possible action authorizing the City Librarian to accept and expend $23,741 available from the United States Department of Education for a Project Read Student Support Program; indirect costs of 5% are contained in this grant.

D. **Adoption of Resolution #2035:** Discussion and possible action authorizing the City Librarian to accept and expend $57,540 available from the California State Library's Administration of LSCA, Title I funds for a Southeast Literacy Program; indirect costs of 5% are contained in this grant.

E. **Adoption of Resolution #2036:** Discussison and possible action authorizing the City Librarian to apply for available funds administered by the State Literacy Resource Center of California for a Project Read Inmate Literacy Program; indirect costs of 5% are contained in this grant.

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8. BUILDING AND FACILITIES COMMITTEE REPORT
Commission Vice President Walter G. Jebe, Sr., Chair

No meeting held in September

9. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

No meeting held in September

10. LIBRARIANS' GUILD

11. NEW BUSINESS

12. MEETING REVIEW

13. ADJOURNMENT

9/28/95:MWC

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of October 3, 1995

The San Francisco Public Library Commission held a special meeting on Tuesday, October 3, 1995, in the Lurie Room of the Main Library in Civic Center.

DOCUMENTS DEPT.
OCT 20 1995
SAN FRANCISCO
PUBLIC LIBRARY

1. CALL TO ORDER

The meeting was called to order at 4:00 PM by Commission President James P. Herlihy. President Herlihy announced that the meeting would end at 5:30 in observance of Yom Kippur. The call to order was followed by the pledge of allegiance. The following members were noted present: President James Herlihy; Commissioners Karen Crommie, Fran A. Streets and Norman V. Wechsler. Commission Vice President Walter G. Jebe, Sr., and Commissioner Thomas H. Gee, J.D., were excused.

2. PUBLIC COMMENT

Bill Hale, library patron, spoke regarding the Library mission statement and suggested the Commission President resign.

Rachel Ellis, library patron, stated her concerns regarding Library Express, the closing of the Old Main Library and requested more lighting at night at branch libraries.

Ed Regan, library patron, requested that Merced Branch Library be open more hours.

3. APPROVAL OF MINUTES OF COMMISSION MEETING OF SEPTEMBER 5, 1995

MOTION: Commissioner Crommie moved to accept the minutes as corrected.

ACTION: Unanimously approved

4. ADOPTION OF RESOLUTION #2031:

MOTION: Commissioner Streets moved the adoption of Resolution #2031: Approval of temporary, exempt and non-Civil Service appointments and separations for month of September 1995

DRAFT

ACTION: Unanimously approved

5. PRESIDENT'S REPORT
Commissioner James P. Herlihy

None

6. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. The monthly report on Library Express was given by Roberto Esteves, Assistant Chief of the Main.

B. Update and possible action on recommended alternate Commission meeting sites for 1996

MOTION: Commissioner Crommie moved to hold Library Commission meetings during the closure of the Main Library at 260 Golden Gate Avenue, Fire Commission Room, during January, February, March and April 1996.

ACTION: Unanimously approved

C. Discussion and possible action on closure of Main Library and last day of walk-in service on 12/31/95, Kathy Page Chief of the Main

MOTION: Commissioner Crommie moved to approve closure of Old Main Library on December 31, 1995

ACTION: Approved. Commissioners Herlihy, Crommie and Streets voted in favor; Commissioner Wechsler opposed.

D. Update on status of New Main Library, James Cheng, Department of Public Works

E. Update on status of branch projects, James Chia and Jorge Alfaro, Department of Public Works

F. Update on Portola Branch relocation

Mr. Dowlin reported that the rededication/ribbon cutting at the Portola Branch would be held Saturday, October 21, 1995, from 1:00 to 4:00 PM

DRAFT

G. Update on expenditure of 1994-95 materials budget

Postponed to November 7, 1995, meeting

H. Discussion and possible action on holiday closures

This item was taken care of at September 5, 1995, meeting.

7. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

MOTION: Commissioner Crommie moved to approved the resolutions in the Finance Committee report as written:

A. **Adoption of Resolution #2032:** Authorizing the City Librarian to accept and expend $27,211 available from the United States Department of Education for a Project Read Tutor Support Program; indirect costs of 5% are contained in this grant.

B. **Adoption of Resolution #2033:** Authorizing the City Librarian to accept and expend $28,140 available from the United States Department of Education for a Project Read Outreach Program; indirect costs of 5% are contained in this grant.

C. **Adoption of Resolution #2034:** Authorizing the City Librarian to accept and expend $23,741 available from the United States Department of Education for a Project Read Student Support Program; indirect costs of 5% are contained in this grant.

D. **Adoption of Resolution #2035:** Authorizing the City Librarian to accept and expend $57,540 available from the California State Library's Administration of LSCA, Title I funds for a Southeast Literacy Program; indirect costs of 5% are contained in this grant.

E. **Adoption of Resolution #2036:** Authorizing the City Librarian to apply for available funds administered by the State Literacy Resource Center of California for a Project Read Inmate Literacy Program; indirect costs of 5% are contained in this grant.

F. **Adoption of Resolution #2037:** Authorizing the San Francisco Public Library to expend $30,000 in grant awarded by the Corporation for Public Broadcasting/ Annenberg Foundation as part of the Community Wide Education and Information services program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources, waiving indirect costs.

ACTION: All recommended resolutions were unanimously approved.

8. BUILDING AND FACILITIES COMMITTEE REPORT
Commission Vice President Walter G. Jebe, Sr., Chair

No meeting was held in September.

9. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

No meeting was held in September.

10. LIBRARIANS' GUILD

11. NEW BUSINESS

12. MEETING REVIEW

13. ADJOURNMENT

Upon Commissioner Wechsler's motion, the October 3, 1995, meeting of the San Francisco Public Library Commission was adjourned at 5:28 PM.

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting.

Copies of Commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

10/13/95:MWC

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DOCUMENTS DEPT.
OCT 27 1995
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

FRANK M. JORDAN
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Commissioners

KENNETH E. DOWLIN
City Librarian

The San Francisco Public Library Commission held a special meeting on Tuesday, October 3, 1995, in the Lurie Room of the Main Library in Civic Center.

1. CALL TO ORDER

The meeting was called to order at 4:00 PM by Commission President James P. Herlihy. The call to order was followed by the pledge of allegiance. The following members were noted present: President James Herlihy; Commissioners Karen Crommie, Fran A. Streets and Norman V. Wechsler. Commission Vice President Walter G. Jebe, Sr., and Commissioner Thomas H. Gee, J.D., were excused. President Herlihy announced that the meeting would end at 5:30 in observance of Yom Kippur.

2. PUBLIC COMMENT

Bill Hale, library patron, reiterated his opposition to Commission handling of the implementation of Library Express.

Rachel Ellis, library patron and volunteer, stated her concerns: closing of the Old Main Library and patrons' need for full, accurate and advance notice; need for a program of general information about services for patrons; and a request for more lighting at night at branch libraries.

3. APPROVAL OF MINUTES OF COMMISSION MEETING OF SEPTEMBER 5, 1995

In response to a question from Commissioner Crommie, President Herlihy corrected the minutes to state that up to 40 hours per month have been used to record the minutes of meeetings. In response to a question from Commissioner Crommie, Commissioner Wechsler recalled requesting that all substantive comments be faithfully recorded in the minutes. Commissioner Crommie clarified Ellen Egbert's testimony on behalf of Marcia Popper to say that when a speaker was neither opposed nor supportive of a Library resolution, but rather the person had another comment, the comment should be recorded.

MOTION: Commissioner Wechsler moved to accept the minutes as corrected.
ACTION: Unanimously approved

Timothy Gillespie, Public Access Project, suggested that the minutes contain an accurate report of what went on at the meeting. Mr. Gillespie offered a correction in Mr. Delventhal's review of the public meetings and records acts that the 15-minute period for answering requests should be done by the Department questioned. He also stated that cost of reproduction is clearly stated in the law and that any action item needs to have public comment.

4. ADOPTION OF RESOLUTION #2031:

MOTION: Commissioner Streets moved the adoption of Resolution #2031: Approval of temporary, exempt and non-Civil Service appointments and separations for month of September 1995

ACTION: Unanimously approved

5. PRESIDENT'S REPORT
Commissioner James P. Herlihy

In the interest of time, President Herlihy did not give a report.

6. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Roberto Esteves, Assistant Chief of the Main, presented the monthly report on Library Express and distributed the program's marketing brochure. A new expedited photographic service was started during the month with the assistance of the Audio Visual Department. There were eighteen Library Express users this month, and six libraries asked for information on how to start such a service. Commissioner Wechsler reiterated that non-residents should be charged more and that Library Express is operating for a six-month trial period. Commissioner Streets reminded that the Commission seeks to measure access on a monthly basis and to ensure that the standard level of reference service does not deteriorate. Mr. Esteves reported that a reference survey system wide at the Library is measuring reference service and effectiveness.

B. Mr. Dowlin suggested that alternate meeting sites be decided in December after review by the Planning Committee. President Herlihy offered assurance that the public would know of the Commission's temporary meeting site.

MOTION: Commissioner Crommie moved to hold Library Commission meetings during the closure of the Main Library at 260 Golden Gate Avenue, Fire Commission Meeting Room, during January, February, March and April 1996

Bill Hale suggested that one or two meetings be scheduled at branches to encourage participation at meetings of branch patrons.

ACTION: Unanimously approved

C. Kathy Page, Chief of the Main, reported on the last day of walk-in service on 12/31/95 and presented two handouts entitled "Library Services During Closure - Guiding Principles" and "Main Library Transition Schedule."

President Herlihy questioned closing the Old Main Library for 105 days in the first four months of 1996. Ms. Page pointed out:

- work has already begun on the move
- return bins will be placed in front of the Old Main
- inventory to remove false records in the catalog is in process
- each book must be manually handled
- collections are being reorganized and are being separated into filing sequences

President Herlihy asked if some of the January activities could be moved into February. Ms. Page reminded that the mover will take 8 - 10 weeks for the physical move and a month is necessary to prepare for Opening Day. She cautioned that staff cannot prepare for the move when the building is open. President Herlihy asked if volunteers could be used during January so that public concern about length of closure could be allayed. Ms. Page explained that the Library has used volunteers already but this has required a high level of staff oversight. Commissioner Wechsler stated he did not think the Commission understood adequately the problems involved in the closure, and he objected to closing the Library for this period.

Ms. Page reviewed the services which will continue:

- telephone reference service will remain intact
- high demand reference tools will be available
- telephone lines will remain open
- unique reference tools will be at branches
- materials can be exchanged between branches
- lists of alternate reference resources will be available in branches
- online catalog will be operating except for one weekend
- all 26 branches will remain intact, as will the branch delivery system

In response to a question from President Herlihy, Ms. Page stated that 75% of circulation occurs at the branches.

Commissioner Wechsler suggested a special working committee between Commission and staff be established to promote more understanding on the move. Mr. Dowlin stated that the moving contract requires the move to begin in January.

Commissioner Crommie expressed that staff must have sufficient time to move and that the goal to open the New Main on time must be adhered to.

Commissioner Streets indicated her support for the staff recommendation.

In response to Commissioner Crommie, Ms. Page summarized plans to present policy recommendations to the Commission for the opening and operating of the New Main. Ms. Page anticipated having a packet for the public ready in November.

MOTION: Commissioner Crommie moved to approve closure of the Library on December 31, 1995.

Bill Hale suggested that Bay Area libraries be communicated with regarding the closure.

David Gabler, Local 790 representative, requested that the Commission support the staff in the move.

Ed Regan requested that in view of the closure, resource branches be open for additional hours.

In response to Commissioner Crommie's inquiry, Marcia Schneider, acting Chief of Branches, responded that additional services would be offered, not additional hours, and that resource branches are open seven days a week.

ACTION: Commissioners Herlihy, Crommie and Streets voted in favor of the motion. Commissioner Wechsler opposed.

D. James Cheng, Department of Public Works, gave an update on the status of the New Main Library and anticipated that construction should be done in this calendar year. He reported that the mechanical subcontractor has had difficulty in obtaining acoustical panels for the lower level.

In response to questions from Commissioner Streets, Mr. Cheng described change order exposure and expressed confidence that sufficient contingency funds are available.

In response to President Herlihy , Mr. Cheng stated that the ventilation system will be tested prior to the Library obtaining its occupancy permit.

President Herlihy invited Mr. Cheng to report at each Commission meeting through April and to keep staff apprised of any problems that might require a special meeting.

Commissioner Streets expressed concern about the number of work orders issued during the month. Mr. Cheng said that the orders would be covered with contingency funds and promised that DPW will review any errors with the architect.

E. James Chia, Department of Public Works, reported on the status of Chinatown Branch renovation. Mr. Chia stated that the project is approximately 78% complete and that the completion date remains March 1, 1996. President Herlihy invited Mr. Chia to report each month on Chinatown Branch.

Jorge Alfaro, Department of Public Works, reported on the status of three projects: (1) evaluation of conditions at 10 branches; (2) renovation of Mission Branch; and (3) upcoming renovation of Richmond Branch.

F. Mr. Dowlin announced that the rededication/ribbon cutting at Portola Branch would be held Saturday, October 21, 1995, at 1:00.

G. Update on expenditure of 1995-95 materials budget was postponed to the November 7 Commission meeting

H. Mr. Dowlin stated that discussion on holiday closures was completed at the September 5 meeting.

7. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

MOTION: Commissioner Crommie moved to approve the following six recommendations of the Finance Committee.

A. **Adoption of Resolution #2032:** Authorizing the City Librarian to accept and expend $27,211 available from the United States Department of Education for a Project Read Tutor Support Program; indirect costs of 5% are contained in this grant.

B. **Adoption of Resolution #2033:** Authorizing the City Librarian to accept and expend $28,140 available from the United States Department of Education for a Project Read Outreach Program; indirect costs of 5% are contained in this grant.

C. **Adoption of Resolution #2034:** Authorizing the City Librarian to accept and expend $23,741 available from the United States Department of Education for a Project Read Student Support Program; indirect costs of 5% are contained in this grant.

D. **Adoption of Resolution #2035:** Authorizing the City Librarian to accept and expend $57,540 available from the California State Library's Administration of LSCA, Title I funds for a Southeast Literacy Program; indirect costs of 5% are contained in this grant.

E. **Adoption of Resolution #2036:** Authorizing the City Librarian to apply for available funds administered by the State Literacy Resource Center of California for a Project Read Inmate Literacy Program; indirect costs of 5% are contained in this grant.

F. **Adoption of Resolution #2037:** Authorizing the San Francisco Public Library to expend $30,000 in grant awarded by the Corporation for Public Broadcasting/ Annenberg Foundation as part of the Community Wide Education and Information services program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources, waiving indirect costs.

ACTION: The six recommended resolutions were unanimously approved.

8. BUILDING AND FACILITIES COMMITTEE REPORT
Commission Vice President Walter G. Jebe, Sr., Chair

No report

9. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

No report

10. LIBRARIANS' GUILD

11. NEW BUSINESS

12. MEETING REVIEW

13. ADJOURNMENT

Upon Commissioner Wechsler's motion, the October 3, 1995, meeting of the San Francisco Public Library Commission was adjourned at 5:28 PM.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

10/27/95:MWC

LIBRARY SERVICES DURING CLOSURE

GUIDING PRINCIPLES

- Keep it simple and transparent to the public
- Focus on maintaining basic public services
- Focus on continuity of services unique to SFPL
- Avoid placing undue or insupportable burdens on service locations that remain open while the Main Library closes.
- Make clear to the public which service changes are temporary and which will be ongoing
- Staff must be trained whenever they will be expected to provide new services
- Use the lessons learned during closure following the Loma Prieta earthquake but remember that the Library system is significantly different now than what it was in 1989
- Create a series of publicity flyers and handouts that explain the closure and services to the public; distribute the publicity well in advance of closing

10/3/95

MAIN LIBRARY TRANSITION SCHEDULE:

		11/1/95				12/1/95				1/1/96				2/1/96				3/1/96				4/1/96							
Building Completion by HHN																													
Computer Rm Ready	11/1	X																											
Construction Completed	-12/31	X	X	X	X	X	X	X	X																				
Bldg Systems Tested	-1/22	X	X	X	X	X	X	X	X	X	X	X																	
Completion punchlist	-3/1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
Automation & Telecomm.																													
Computer Room Move (3 days)	1/15 - 1/18											X																	
Test Connections	1/26 - 1/30												X																
Move Telephone Switch	2/12 - 2/23															X													
Systems Furniture																													
Deliver & Install	1/2 - 2/1									X	X	X	X																
Follow-up & Final Inspection	2/1 - 3/4												X	X	X	X													
Custom Furniture																													
Deliver & Install	1/2 - 2/1									X	X	X	X																
Follow-up & Final Inspection	1/29 - 2/19												X	X	X	X													
Standard Furniture																													
Deliver & Install Tables, Chairs, etc	2/5 - 2/22														X	X	X												
Deliver & Install reader chairs	3/8 - 3/21																		X	X	X								
Library Equipment																													
Delivery begins	1/26 - 3/31												X	X	X	X	X	X	X	X	X								
Training begins	2/5 - 4/16														X	X	X	X	X	X	X	X							
Collections Move/Staff Move																													
Label shelves in OML	12/5 - 1/2					X	X	X	X	X																			
Move Prep in OML	1/2 - 2/1									X	X	X	X																
Train Staff to change location codes	1/2 - 2/1									X	X	X	X																
Opening Day Collections arrive at NML	1/15 - 1/22											X																	
Staff begins changing loc. codes in NML	2/2 - 4/16													X	X	X	X	X	X	X	X	X	X	X					
Staff work units begin to move to NML	3/5 - 4/16																	X	X	X	X	X	X	X					
Key Administrative staff remlan in 45 Hyd	3/5 - 4/16																	X	X	X	X	X	X	X					
TIP/Key ref staff remlan in OML	3/5 - 4/16																	X	X	X	X	X	X	X					
Staff computer terminals/phones installed	3/5 - 4/16																	X	X	X	X	X	X	X					

5.3.95

Resolution #2032

[GRANT - FEDERAL FUNDS]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND $27,211 AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ TUTOR SUPPORT PROGRAM; INDIRECT COSTS OF 5% ARE CONTAINED IN THIS GRANT.

WHEREAS, The San Francisco Public Library has been awarded $27,211 to expand for one year the operation of Project Read, the library's community-based literacy program; now, therefore, be it

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $27,211 of Library Services and Construction Act VI funds for tutor support services for Project Read through September 1996; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

10|3|95:MWC

Resolution #2033

[GRANT - FEDERAL FUNDS]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND $28,140 AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM; INDIRECT COSTS OF 5% ARE CONTAINED IN THIS GRANT.

WHEREAS, The San Francisco Public Library has been awarded $28,140 to expand for one year the operation of Project Read, the library's community-based literacy program; now, therefore, be it

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $28,140 of Library Services and Construction Act VI funds for outreach services for Project Read through September 1996; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

10|3|95:MWC

Resolution #2034

[GRANT - FEDERAL FUNDS]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND $23,741 AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ STUDENT SUPPORT PROGRAM; INDIRECT COSTS OF 5% ARE CONTAINED IN THIS GRANT.

WHEREAS, The San Francisco Public Library has been awarded $23,741 to expand for one year the operation of Project Read, the library's community-based literacy program; now, therefore, be it

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $23,741 of Library Services and Construction Act VI funds for student support services of Project Read through September 1996; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

10|3|95:MWC

Resolution #2035

[GRANT - STATE FUNDS]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND $57,540 AVAILABLE FROM THE CALIFORNIA STATE LIBRARY'S ADMINISTRATION OF LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) TITLE I FUNDS FOR A SOUTHEAST LITERACY PROGRAM; INDIRECT COSTS OF 5% ARE CONTAINED IN THIS GRANT.

WHEREAS, The San Francisco Public Library has been awarded $57,540 to expand the operation for one year of Project Read, the library's community-based literacy program; now, therefore, be it

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $57,540 of LSCA Title I funds administered by the California State Library to be used for a Southeast Literacy Program of Project Read through September 1996; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

10|3|95:MWC

withdrawn

Resolution #2036

[GRANT APPLICATION]

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR AN AMOUNT NOT TO EXCEED $29,820 IN AVAILABLE FUNDS ADMINISTERED BY THE STATE LITERACY RESOURCE CENTER OF CALIFORNIA FOR A PROJECT READ INMATE LITERACY PROGRAM; INDIRECT COSTS OF 5% ARE CONTAINED IN THIS GRANT.

WHEREAS, The State Literacy Resource Center of California has invited literacy programs to submit grant proposals for fiscal year 1995/96; and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to expand for one year the operation of Project Read, the library's community-based literacy program; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for an amount not to exceed $29,820 of federal funds administered by the State Literacy Resource Center of California for motivational literacy services for inmates of Project Read through August 1996; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

10|3|95:MWC

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO EXPEND $30,000 IN GRANT FUNDS AWARDED BY THE CORPORATION FOR PUBLIC BROADCASTING/ANNENBERG FOUNDATION AS PART OF THE COMMUNITY WIDE EDUCATION AND INFORMATION SERVICES PROGRAM TO PARTICIPATE IN A COLLABORATIVE PROJECT INTEGRATING A VARIETY OF TELECOMMUNICATIONS PROGRAMS AND SERVICES TO CREATE AND PROVIDE ACCESS TO KNOWLEDGE, EDUCATION AND INFORMATION RESOURCES, WAIVING INDIRECT COSTS.

WHEREAS, The San Francisco Board of Supervisors adopted Resolution # 633-95 authorizing the San Francisco Public Library to accept $30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation, and

WHEREAS, The San Francisco Public Library is a lead partner in a public/private consortium including Unified School District and its radio station KALW, San Francisco State University, public broadcast service KQED Inc., The WELL on-line conferencing service, CityWatch cable channel 54, The Exploratorium, and Glide Memorial's Computers and You, and such partnerships leverage the resources of all participants, and

WHEREAS, That having laid the foundation for this partnership, the next phase for the San Francisco Public Library and its partners in the consortium is to develop content, expand and implement program elements such as public training for Internet access in the libraries, community interaction and on-line conferences and educational programs on-line and on-cable, and

WHEREAS, That such services will provide people of all ages equal access to new technologies and the wealth of resources available through their use, and will assist in the reform of education and independent learning as well as providing new ways to access City information, and

WHEREAS, The free access to knowledge resources for all San Franciscans is a goal of the San Francisco Public Library, now therefore be it

RESOLVED, That the San Francisco Public Library is authorized to expend $30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation for the purpose of implementing Community Wide Education and Information Services (CWEIS)including public access sites for internet resources, educational programing and community conferences and outreach and user training for on-line and on-cable; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant, and that indirect costs are waived.

10|3|95:MWC

City and County of San Francisco

Department of Public Works
Bureau of Architecture

PROGRAM STATUS REPORT

PROGRAM	STATUS DATE
Public Library Improvement Bonds	October 1, 1995
BOA PROGRAM MANAGER	**CLIENT**
Jorge Alfaro	Public Library

DESCRIPTION

The program includes building a new main library facility at Civic Center. It also includes the renovation of six branch libraries including seismic strengthening, disabled access, and facility preservation work.. As part of a building condition assessment effort, studies are being conducted on ten other branch libraries to evaluate their compliance with minimum life-safety criteria.

PROGRAM FINANCIAL PLAN - as of 6/30/95

REVISED APPROVED BUDGET	CURRENT EXPENDITURES	FORECAST BUDGET (*)
$150.3M	$109.5M.	$150.3M

SUMMARY MILESTONES

JOB NO.	PROJECT	CURRENT PHASE	% PROJECT COMPLETE	COMMENTS
5146A	Park Branch Library	Completed	100%	
5147A	Presidio Branch Library	Completed	100%	
5149A	Sunset Branch Library	Completed	100%	
5418A	New Main Library	Construction	86%	
5148A	Chinatown Branch Library	Construction	82%	
2118Q	10 Building Evaluation Studies	Reports	70%	
5150A	Mission Branch Library	Design	5%	
2119Q	Richmond Branch Library	Programming	0%	

PROGRAM HIGHLIGHTS AND ISSUES TO RESOLVE

- **Program General Issues:** Monthly meetings with Library management staff continues. The next meeting is scheduled for 10/11/95.
- **Branch Library Studies:** A testing program has been completed for all 10 branches. Investigation of non-structural scope such as disabled access, concurrent preservation, asbestos, lead, relocation impacts and other related studies have also been completed. Currently, cost estimates are being generated and reports are expected to be completed by 10/31/95.
- **Mission Branch Library:** BOA has started design development. A utility survey is being conducted at this time. BOA has been invited to make a project presentation to the Library Commission on 10/3/95.
- **Richmond Branch Library:** Programming and planning work on 10/1/95.
- **Noe Valley Branch Library:** DPW is submitting this week to the client a report on the options available for a temporary seismic upgrade at this branch.
- **Chinatown Branch Library:** contractor began construction of exterior walls

(*) Forecast Budget Above does not include ESP2 funding which covers or supplements the budgets for Richmond Branch, Mission Branch, Chinatown Branch and 10 Branch Library Building Evaluation Studies.

REF: LBP1095.DOC

(415) 557-4700 30 Van Ness Avenue, Suite 4100 San Francisco 94102-6028

City and County of San Francisco
Bureau of Engineering

Department of Public Works
Project Management Division

PROJECT STATUS REPORT

PROJECT	PROGRAM	JOB NO.
Chinatown Branch Library Renovation	Public Library Improvements Bonds Earthquake Safety Program Phase 2	5148A 2401U
BOE PROJECT MANAGER	**CLIENT**	**STATUS DATE**
James Chia	SF Public Library	Oct. 1, 1995

DESCRIPTION

The original work consist of renovating the existing Chinatown Branch Library located at 1135 Powell Street and constructing an new addition in the back. Upon discovering that the existing building was not constructed in accordance to the original plans, seismic retrofit work for the existing building was added.

PROGRAM FINANCIAL PLAN as of 7/31/95

REVISED APPROVED BUDGET	CURRENT EXPENDITURES	FORECAST BUDGET
$6,636,877 (J.O.#5148A)	$5,072,637	$6,636,877
$2,500,000 (J.O.#2401U)	$0	$2,500,000

SUMMARY MILESTONES as of 8/31/95

PHASE	% PHASE COMPLETE	COMPLETION DATE		COMMENTS
Planning & Programming	100%			
Design & Initial Bids	100%	10/93		
Second Bids	100%	12/93		
Construction	78%	03/96	EST.	Percent complete includes pending construction contract modifications.

CONSTRUCTION CONTRACT as of 8/31/95

CONTRACTOR	ORIGINAL CONTRACT	TOTAL MODIFICATIONS	CURRENT CONTRACT	EARNED TO DATE	% EARNED/ CONTRACT
CICO/JOO	$3,164,832	$3,306,957	$6,471,789	$5,156,172	80%

Percent earned is based on the current contract amount.

PROJECT HIGHLIGHTS AND ISSUES TO RESOLVE

- Contractor completed seismic upgrade of the existing roof.
- Contractor completed installation of the structural steel trusses for the existing building.
- Contractor completed construction of the new building concrete roof slab.
- Contractor continued to do electrical rough-in work.
- Contractor continued installation of mechanical duct work.
- Contractor continued installation of fire sprinkler piping.
- Contractor continued construction of the exterior walls of the new building.
- Contractor began installation of the electrical vault in the sidewalk area.
- To resolve concerns that the neighbors have of possible excess noise the roof top air handling units will generate, we will sign an agreement with the neighbors to assure them that at the completion of this project, the City will take noise measurements and the City will implement noise mitigation measures if the noise measurements taken indicates a noise level higher than 50 dBA at night and 55 dBA during the day.

30 Van Ness Avenue, 5th Floor, San Francisco, CA 94102 (415) 558-4024 / FAX (415) 558-4519

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: Monday, October 16, 1995

TIME: 4:00 PM

PLACE: Lurie Room, Main Library, Civic Center

AGENDA:

1. CALL TO ORDER

A. Pledge of allegiance
B. Roll call

2. PUBLIC COMMENT

3. QUARTERLY EVALUATION OF CITY LIBRARIAN'S PERFORMANCE

A. Closed session: Commission continues to perform quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54947

B. Open session: Commission will return to open session

Pursuant to section 67.14(a) of the Sunshine Ordinance, the Library Commission shall vote whether to disclose to the public any portion of its closed session discussion

4. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Discussion and possible action on supplemental budget for completion of the design for telecommunications, funding for Chinatown Branch electrical service and completion of book inventory

5. ADJOURNMENT

10/12/95:MWC

ik M. Jordan
s P. Herlihy
ter G. Jebb, Sr.
President
in Crommie
mas H. Gee, J.D.
t A. Streets
man V. Wechsler
missioners
neth E. Dowlin
Librarian

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

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6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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Minutes

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of special meeting of Monday, October 16, 1995

The San Francisco Public Library Commission held a special meeting on Monday, October 16, 1995, in the Lurie Room of the Main Library in Civic Center.

1. **CALL TO ORDER**: 4:00 PM

2. **ROLL CALL:** President James P. Herlihy; Commissioners Karen Crommie; Walter G. Jebe, Sr.; Fran A. Streets; and Norman V. Wechsler. Commissioner Thomas H. Gee, J.D., was excused.

3. **PUBLIC COMMENT**

   Ed Regan, library patron, requested increased branches and parking facilities.

4. **QUARTERLY EVALUATION OF CITY LIBRARIAN'S PERFORMANCE:**

   Closed session began at 4:03 PM, pursuant to Government Code Section 54957.

   The Commission returned to open session at 5:10 PM.

   MOTION: Commissioner Crommie moved, pursuant to Section 67.14(a) of the Sunshine Ordinance, to disclose to the public no portion of the closed session discussion.

   ACTION: Unanimously approved

5. **CITY LIBRARIAN'S REPORT:**

MOTION: Commissioner Jebe moved approval of the library's supplemental budget request as amended.

Commissioner Wechsler departed at 6:00 PM.

Steve Nelson, CAO's office, made a presentation and responded to questions from the Commission.

David Gabler, SEIU Local 790 business representative, spoke in opposition to the Commission taking action this evening and encouraged forwarding the issue to the Finance Committee.

Mr. Regan urged the Commission not to approve the supplemental budget request.

Sherry Thomas, executive director of the Library Foundation of San Francisco, spoke in support

DRAFT

of the motion.

Dale Carlson, Library Foundation board member, spoke in support of the motion.

ACTION: Commissioners Crommie, Jebe, and Streets voted in support of the motion; President Herlihy opposed.

President Herlihy called for a special Commission meeting for Thursday, October 19, 1995, to reconsider the library's supplemental budget request.

Adjournment: On Commissioner Crommie's motion, the October 16, 1995, special meeting of the San Francisco Public Library Commission adjourned at 7:07 PM.

10/27/95: MWC

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JAMES P. HERLIHY
President

WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of special meeting of Monday, October 16, 1995

The San Francisco Public Library Commission held a special meeting on Monday, October 16, 1995, in the Lurie Room of the Main Library in Civic Center.

1. **CALL TO ORDER**: 4:00 PM

2. **ROLL CALL:** President James P. Herlihy; Commissioners Karen Crommie; Vice President Walter G. Jebe, Sr.; Fran A. Streets; and Norman V. Wechsler. Commissioner Thomas H. Gee, J.D., was excused.

3. **PUBLIC COMMENT**

   Ed Regan, library patron, requested formation of a subcommittee of the Building and Facilities Committee for overseeing branch libraries.

4. **QUARTERLY EVALUATION OF CITY LIBRARIAN'S PERFORMANCE:**

   President Herlihy adjourned the open session of the Commission meeting and called for the closed session which began at 4:03 PM, pursuant to Government Code Section 54957.

   The Commission returned to open session at 5:10 PM.

   MOTION: Commissioner Crommie moved, pursuant to Section 67.14(a) of the Sunshine Ordinance, to disclose to the public no portion of the closed session discussion.

   ACTION: Unanimously approved

5. **CITY LIBRARIAN'S REPORT:**

   MOTION: Commissioner Jebe moved approval of the library's supplemental budget request as amended.

   Commissioner Wechsler departed at 6:00 PM.

   Steve Nelson, CAO's office, made a presentation and responded to questions from the Commission.

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David Gabler, SEIU Local 790 business representative, spoke in opposition to the Commission taking action this evening and encouraged forwarding the issue to the Finance Committee.

Mr. Regan urged the Commission not to approve the supplemental budget request.

Sherry Thomas, executive director of the Library Foundation of San Francisco, spoke in support of the motion.

Dale Carlson, Library Foundation board member, spoke in support of the motion.

ACTION: Commissioners Crommie, Jebe, and Streets voted in support of the motion; President Herlihy opposed. Motion did not pass.

President Herlihy called for a special Commission meeting for Thursday, October 19, 1995, to reconsider the library's supplemental budget request.

Adjournment: On Commissioner Crommie's motion, the October 16, 1995, special meeting of the San Francisco Public Library Commission adjourned at 7:07 PM.

12/08/95:MWC

RESOLUTION
OF THE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

WHEREAS, the voters of San Francisco have passed Proposition E in favor of keeping their public libraries open for extended hours, and providing more library materials for public use; and

WHEREAS, the Library Commission held public hearings, and made policies which planned to implement the conditions of Proposition E; and

WHEREAS, the funds from Proposition E were budgeted for 1995-96 based upon the preliminary planning of extending hours, adding library materials, and opening the New Main Library; and

WHEREAS, further planning of the Library's collection inventory and the need to purchase the Library's telephone and telecommunication equipment and services are now defined; and

WHEREAS, the Library Commission of the San Francisco Public Library determines that it is appropriate to implement the City Librarian's request for a 1995-96 budget supplemental to the Library Preservation Fund in the following areas and amounts:

1. To cover the 1995-96 expenses to complete the Library's collection inventory, and to provide an adequate number of library cards for the remainder of the year; and

   1995-96 Budget supplemental request $500,882

2. To complete the installation of the Library's telephone and telecommunications systems, and user access network.

   1995-96 Budget supplemental request $1,093378

THEREFORE BE IT RESOLVED, that a request for a supplemental appropriation $1,594,260 from carry over funds from the 1994-95 budget be forwarded to the Mayor and the Board of Supervisors; and

FURTHER BE IT RESOLVED, that the City Librarian be authorized to negotiate with the Chief Administrative Officer for the financing of the hardware to implement the expansion of the telephone telecommunications, and user access network.

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THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: Thursday, October 19, 1995

TIME: 3:00 PM

PLACE: Lurie Room, Main Library, Civic Center

AGENDA:

1. CALL TO ORDER

A. Pledge of allegiance
B. Roll call

2. PUBLIC COMMENT

3. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Discussion and possible action on supplemental budget request for completion of the design for telecommunications and completion of book inventory

4. ADJOURNMENT

10/16/95:MWC

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ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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The San Francisco Public Library Commission held a special meeting on Thursday, October 19, 1995, at 3:00 PM in the Lurie Room, Main Library, Civic Center.

Call to order: 3:01 PM

Members present: Commissioners Herlihy, Crommie, Jebe, Wechsler.
Commissioner Streets arrived at 3:25 PM.
Commissioner Gee was excused.

Public comment:

City Librarian's Report: Resolution #2038 on supplemental budget request for completion of the design for telecommunications and completion of book inventory was moved for approval by Commissioner Jebe as presented as amended. Unanimously approved.

Public comment:

Adjournment: On Commissioner Wechsler's motion, the October 19, 1995, meeting of the San Francisco Public Library Commission was adjourned at 3:56 PM.

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FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, October 19, 1995

The San Francisco Public Library Commission held a special meeting on Thursday, October 19, 1995, in the Lurie Room, Main Library, Civic Center.

CALL TO ORDER

The meeting was called to order at 3:01 PM by Commission President James P. Herlihy. The call to order was followed by the pledge of allegiance.

The following members were noted present: President Herlihy; Commissioner Karen Crommie; Vice President Walter G. Jebe, Sr.; and Commissioner Norman V. Wechsler. Commissioner Fran A. Streets arrived at 3:25 PM. Commissioner Thomas H. Gee, J.D., was excused.

PUBLIC COMMENT

Ed Regan, library patron, repeated his request for more branches, that more attention be given to the Ocean View branch and that a subcommittee of the Building and Facilities be formed to study branch libraries.

Bill Hale, library patron, stated that he had been refused access to a copy of the Technology Plan and a copy of the materials budget allocation and that monies were being spent to open the New Main Library instead of being used for branches.

Sherry Thomas, Library Foundation, stated that furniture and technology for the New Main had been paid by the Library Foundation.

An unidentified library patron reminded the Commission that Prop E funds had been committed to be spent on branches and that Library Foundation accounts being scrutinized by Nancy Musser, Chief of Technical Services, that the Technology Plan and materials allocation budget from Collection Development Plan have been made available to the public.

CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

David Price, Assistant City Librarian, presented a report in the form of a memorandum: "SUBJECT; 1995-96 Budget Supplemental Request" dated October 19, 1995 (attached) to answer questions asked by the Commission in the special Commission meeting held on Monday, October 16, 1995.

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Steve Nelson, CAO's office, reported that

MOTION: Commissioner Jebe moved adoption of Resolution #2038: Authorizing supplemental budget request for completion of the design for telecommunications and completion of book inventory be approved as amended.

ACTION: Unanimously approved

On the motion of Commissioner Wechsler, President Herlihy adjourned the meeting at 3:56 PM.

12/08/95:MWC

RESOLUTION #2038

[Supplemental Request]

RESOLUTION OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION AUTHORIZING SUPPLEMENTAL BUDGET REQUEST

WHEREAS, The voters of San Francisco have passed Proposition E in favor of keeping their public libraries open for extended hours and providing more library materials for public use; and

WHEREAS, The San Francisco Public Library Commission held public hearings and made policies to implement the conditions of Proposition E; and

WHEREAS, The funds from Proposition E were budgeted for FY1995-96 based upon the preliminary planning of extending hours, adding library materials and opening the New Main Library; and

WHEREAS, The further planning of the Library's collection inventory and the need to purchase the Library's telephone and telecommunications equipment and services are now defined; and

WHEREAS, The San Francisco Public Library Commission determines that it is appropriate to implement the City Librarian's request for a FY1995-96 supplemental budget request from the Library Preservation Fund in the following areas and amounts:

1. To cover the FY1995-96 expenses to complete the Library's collection inventory and to provide an adequate number of library cards for the remainder of the year

FY1995-96 supplemental budget request	$ 500,882

2. To complete the design and installation of the Library's telephone and telecommunications systems and user access network

FY1995-96 supplemental budget request	$4,431,578
Total of FY1995-96 supplemental budget request	$4,932,460
Less proceeds from bond sale, transfer from Capital Budget and AT&T financing	$3,338,200
Total of amount used from the Library Preservation Fund	$1,594,260

THEREFORE, BE IT RESOLVED, That a request for a supplemental appropriation of

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$4,932,460 from carryover funds and Proposition E funds from the 1994-95 budget be forwarded to the Mayor and the Board of Supervisors with language to be included in the legislation that ensures that the Library Preservation Fund will be reimbursed for the full amount of any Proposition E funds over and above the $1,594,260; and

FURTHER, BE IT RESOLVED, That the City Librarian be authorized to negotiate with the Chief Administrative Officer to implement the plans as delineated in this resolution.

SO ORDERED this 19th day of October 1995 by a unanimous vote of the Library Commission in special session.

By: Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

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SAN FRANCISCO PUBLIC LIBRARY
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FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, November 7, 1995**

TIME: **5:30 PM**

PLACE: **Lurie Room, Main Library, Civic Center**

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AGENDA:

1. **CALL TO ORDER**

   A. Pledge of allegiance
   B. Roll call

2. **PUBLIC COMMENT**

3. **APPROVAL OF MINUTES OF COMMISSION MEETING OF OCTOBER 3, 1995**

4. **ADOPTION OF RESOLUTION #2039:** Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of October 1995

5. **PRESIDENT'S REPORT**
   Commissioner James P. Herlihy, President

   A. Assign to Planning Committee review of memorandum of understanding between Friends of the Library and the Library Foundation

   B. Assign Building and Facilities Committee to develop a time line to designate Old Main Library and Library Annex (45 Hyde) as surplus property and to transfer title to the Asian Art Museum

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6. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin, City Librarian

A. Monthly report on Library Express, Roberto Esteves, Assistant Chief of the Main

B. Discussion and possible action on closure of Main Library and last day of walk-in service on 12/31/95, Kathy Page, Chief of the Main

C. Update on status of New Main Library construction project, James Cheng, Department of Public Works

D. Update on status of branch projects, James Chia, Department of Public Works

7. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

A. **Adoption of Resolution #2040:** Discussion and possible action authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed $64,645 available through the California State Library from Title I of the Library Services and Construction Act for Major Urban Resources Libraries for Fiscal Year 1995-96; indirect costs are waived.

B. **Adoption of Resolution #2041:** Discussion and possible action authorizing the City Librarian to apply retroactively for, accept and expend funds from the California State Library for student/tutor support and outreach services; indirect costs of 5% are contained in this grant.

C. **Adoption of Resolution #2042:** Discussion and possible action authorizing the Library Commission to accept a gift of a van to Project Read from LSCA Title I funds administered by the California Library Service Board, California Library Literacy Service matching funds and private donations.

8. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commission Vice President Walter G. Jebe, Sr., Chair

No meeting held in October

9. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. Report on New Main staffing

B. Discussion and possible action on neighborhood meetings for Commission

C. Report on process of updating meeting room and exhibition policies

10. LIBRARIANS' GUILD

11. NEW BUSINESS

12. MEETING REVIEW

13. ADJOURNMENT

11/2/95:MWC

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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<u>Know Your Rights Under The Sunshine Ordinance</u>

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-6075.

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KENNETH E. DOWLIN
City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, November 7, 1995

The San Francisco Public Library Commission held a regular meeting on Tuesday, November 7, 1995, in the Lurie Room of the Main Library in Civic Center.

CALL TO ORDER

The meeting was called to order at 5:30 PM by Commission President James P. Herlihy who announced that the meeting would be adjourned by 7:00 PM to allow attendees to vote. The call to order was followed by the pledge of allegiance.

The following members were noted present: President Herlihy; Commissioners Karen Crommie; Thomas H. Gee, J.D.; and Commission Vice President Walter G. Jebe, Sr. Commissioners Fran A. Streets and Norman V. Wechsler were excused.

PUBLIC COMMENT

Carol Steiman, Friends of the Library board member, supported the Main Library move as planned.

Bill Hale, library patron, reiterated his contention that Sections 11 and 12 of the Library's Collection Development Plan are missing at both the Main Library's Business/Science/Documents Department and at the branches. In answer to Commissioner Crommie's question regarding Mr. Hale's statements, Nancy Musser, Chief of Technical Services, stated that Section 12 is available in all copies of the plan at the branches and in the Commission Secretary's office. Kathy Page, Chief of the Main, reported that it was decided that Section 11 of the plan will be distributed separately each year.

Ellen Egbert, library patron, requested that an update on the 1994-95 book expenditure be included in the December Commission agenda.

Timothy Gillespie, Public Access Project, stated that Ms. Musser was incorrect in her statements regarding the Collection Development Plan, referred to a letter from City Librarian Kenneth E. Dowlin, and requested that the Library provide documents more readily.

APPROVAL OF MINUTES OF COMMISSION MEETING

MOTION: Vice President Jebe moved to accept the minutes of the meeting of October 3, 1995, as presented.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

ACTION: Unanimously approved

ADOPTION OF RESOLUTION #2039:

MOTION: Commissioner Crommie moved the adoption of Resolution #2039: Approval of temporary, exempt and non-Civil Service appointments and separations for month of October 1995

ACTION: Unanimously approved

PRESIDENT'S REPORT
Commissioner James P. Herlihy

A. President Herlihy assigned to the Planning Committee review of the memorandum of understanding between Friends of the Library and the Library Foundation.

B. President Herlihy assigned to the Building and Facilities Committee development of a time line to designate the Old Main Library and Library Annex (45 Hyde) as surplus property and to transfer title to the Asian Art Museum.

CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. The monthly report on Library Express was given by Roberto Esteves, Assistant Chief of the Main. In response to Commissioner Crommie's concern about providing free service , Mr. Esteves reported that Library Express will provide document delivery service to schools in the Bay Area. President Herlihy recalled that subsidies to public agencies will be reviewed as a policy issue at the end of February 1996. Mr. Esteves further reported that 48 questions have been referred back to San Francisco library staff and 19 to other libraries which relieved the patron from having to pay for the service. Mr. Esteves stated that patron evaluation would begin in December and Vice President Jebe was assured that Library Express would continue service during the closure of the Old Main Library.

B. President Herlihy clarified that the City Attorney has advised that a minimum of four commissioners must vote in favor of a particular item for it to be approved. He explained that there was not the requisite majority vote of the fully constituted Commission at the October 3, 1995, meeting to approve closure of the Main Library, noting that the vote was three in favor, one opposed.

Kathy Page, Chief of the Main, reiterated her recommendation that the Main Library be closed for the move to the New Main from 12/31/95 until 4/16/96. She pointed out that over 20,000 periodical titles will be individually marked and location codes of all books must be re-coded.

Ms. Page reassured that the effects of the closure will be mitigated by maintaining telephone reference service, and that two-thirds of the reference questions received by the Main Library come in over the phone. Unique and high-demand reference tools will be made available through the branches. Experimentally during November, branches are initiating interlibrary loan requests to see whether this will work during Main Library closure. A kiosk will be placed on the Old Main steps to direct patrons to other library branches.

Vice President Jebe confirmed that retired librarians he has contacted agree that this closure is necessary.

MOTION: Commissioner Crommie moved to approve closure of the Old Main Library for 14 weeks with the last day of walk-in service being 12/31/95.

Barbara Berman, Friends of the Library board member, supported Commissioner Crommie's motion.

John Barbey, library patron, opposed closure for such an extended period and was reassured by Kathy Page that communication with academic libraries in the area is being explored. John Kenny, periodicals specialist, reported that the UMI newspaper index from 1989 to present and staff terminals are resources which will remain available during the closure. In response to Mr. Barbey's offer to volunteer to assist during the closure, President Herlihy expressed gratitude and suggested that he contact Paul Signorelli, Volunteer Coordinator for the Library. Vice President Jebe reiterated the need for professionals to accomplish the move.

Bill Hale, library patron, suggested liaison is needed to cover extraordinary needs and was reassured by President Herlihy that staff will insure that patron inconvenience will be minimized.

ACTION: Unanimously approved

C. An update on the status of the New Main Library was delivered by James Cheng, Department of Public Works. Mr. Cheng reported that two months remain on the construction contract. Finish work is being done, including main floor carpeting, free standing bookshelves installation and millwork. Painting is 95% done, and a testing program of the life safety system will be done throughout the holidays. Concerns regarding the mechanical room and air quality will addressed when testing of fans is done next week. Out of $6 million contingency fund, $400,000 remains, and Mr. Cheng stated that January 3, 1996, continues as the hand over date. He anticipated no major problems with regard to furniture installation and relocation.

Commissioner Jebe stated that he will stay in communication with Kathy Page and James Cheng.

D. An update on the status of branch projects was given by James Chia, Department of Public Works. He reported that the Chinatown Branch's roofs and 98% of the exterior wall are complete. In response to President, he stated that the project should be completed within budget by March 1, 1996. In response to Commissioner Crommie's question about noise, Mr. Chia advised that more measurements of the air handling unit will be made by January 1996.

FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

A. **MOTION:** Commissioner Crommie moved adoption of Resolution #2040: Authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed $64,645 available through the California State Library from Title I of the Library Services and Construction Act for Major Urban Resources Libraries for Fiscal Year 1995-96; indirect costs are waived.

ACTION: Unanimously approved

B. **MOTION:** Commissioner Gee moved adoption of Resolution #2041: Authorizing the City Librarian to apply retroactively for, accept and expend funds from the California State Library for student/tutor support and outreach services; indirect costs of 5% are contained in this grant.

ACTION: Unanimously approved

C. **MOTION:** Vice President Jebe moved adoption of Resolution #2042: Authorizing the Library Commission to accept a gift of a van to Project Read from LSCA Title I funds administered by the California Library Service Board, California Library Literacy Service matching funds and private donations.

ACTION: Unanimously approved

BUILDING AND FACILITIES COMMITTEE REPORT
Commission Vice President Walter G. Jebe, Sr., Chair

No meeting was held in October.

PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

A. Commissioner Crommie summarized Kathy Page's New Main staffing plan at the November 16, 1995, Planning Committee meeting.

B. **MOTION:** Commissioner Crommie moved that first four Library Commission meetings of 1996 be held in branches, rather than at the Fire Commission at 260 Golden Gate.

Ellen Egbert supported branch Commission meetings.

Vice President Jebe asked if any figures had been supplied in the report. He opposed branch meetings on the basis of cost because the same people attend the meetings no matter where they are held. As an alternative, he suggested meeting in the neighborhoods until the New Main opens, and then reviewing the policy. President Herlihy estimated annual staff salaries for meeting at the branches to be an additional $2,000.

Marcia Popper supported branch Commission meetings.

ACTION: Unanimously approved

President Herlihy stated that at the next meeting the issue of the remaining eight meetings during 1996 and alternating locations between the New Main and branch libraries would be considered.

C. Commissioner Crommie reported that the Planning Committee is reviewing policy decisions before opening of the New Main, the first being the Meeting Room Policy, submitted by Laura Lent, Exhibits and Programming Manager. It has been suggested that the new main auditorium be rented to commercial enterprises to generate revenue. Sherry Thomas of the Library Foundation has been asked to present to the Planning Committee a proposal for fee-based use of the facility.

Ms. Lent also supplied the Committee with a draft exhibits policy, along with background information on the Library Bill of Rights and the Intellectual Freedom Act.

LIBRARIANS' GUILD

No report

NEW BUSINESS

Bill Hale expressed concern regarding statistics in the Library Express report. Commissioner Crommie assured him that the report would be returned to Mr. Esteves for possible revision.

MEETING REVIEW

None

ADJOURNMENT

On the motion of Commissioner Crommie, President Herlihy adjourned the meeting at 6:54 PM in memory of Yitzhak Rabin, Prime Minister of the State of Israel.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

12/01/95:MWC

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Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librorion

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: **Tuesday, December 5, 1995**

TIME: **5:30 PM**

PLACE: **Presidio Branch Library, 3150 Sacramento Street (between Baker & Lyon)**

AGENDA:

1. **CALL TO ORDER**

   A. Pledge of allegiance
   B. Roll call

2. **PUBLIC COMMENT**

3. **APPROVAL OF MINUTES OF COMMISSION MEETINGS OF OCTOBER 16, 1995; OCTOBER 19, 1995; AND NOVEMBER 7, 1995**

4. **ADOPTION OF RESOLUTION #2043:** Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of November 1995

5. **PRESIDENT'S REPORT**
   Commissioner James P. Herlihy

   A. Welcome: Catherine Bremer, Presidio branch manager, and Martin Magid, Library for the Blind and Print Handicapped manager

   B. President shall poll commissioners regarding their interest in running for commission office

   C. Discussion and possible action to appoint nominating committee

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6. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Monthly report on Library Express: Roberto Esteves, Assistant Chief of the Main

B. Update on expenditure of 1994-95 materials budget: Nancy Musser, Chief of Technical Services

C. Report on status of City leasing corporation proposal: Kenneth E. Dowlin

7. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

A. Update on the Library's plans for collecting outstanding fines: David Price, Assistant to the City Librarian

B. Update on the Library's plans for managing revenues earned from the cafe and gift shop slated for the New Main: David Price

8. BUILDING AND FACILITIES COMMITTEE REPORT
Commission Vice President Walter G. Jebe, Sr., Chair

No meeting held in November

9. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

A. Discussion and possible action to establish as the policy of the Public Library the Civil Service Commission policy on employment of persons with disabilities

B. Discussion and possible action to amend Commission bylaws to designate Library Commission meeting locations for calendar year 1996

C. Discussion and possible action to establish meeting location of Building and Facilities Committee, Finance Committee and Planning Committee for calendar year 1996

D. Discussion and possible action to approve proposed revisions to the meeting room policy

10. LIBRARIANS' GUILD

11. NEW BUSINESS

12. MEETING REVIEW

13. QUARTERLY EVALUATION OF CITY LIBRARIAN'S PERFORMANCE

A. Closed session: Commission continues quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54957

B. Open session: Pursuant to section 67.14(a) of the Sunshine Ordinance, the Library Commission shall vote whether to disclose to the public any portion of its closed session discussion

14. ADJOURNMENT

11/20/95:MWC

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

<u>Know Your Rights Under The Sunshine Ordinance</u>

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

11/06/95:MWC

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KENNETH E. DOWLIN
City Librorian

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, December 5, 1995

The San Francisco Public Library Commission held a special meeting with closed session on Tuesday, December 5, 1995, at the Presidio Branch Library.

The meeting was called to order at 5:30 PM by President James P. Herlihy. The call to order was followed by the pledge of allegiance.

The following members were noted present: President Herlihy; Commissioners Karen Crommie; Thomas H. Gee, J.D.; Vice President Walter G. Jebe, Sr.; Fran A. Streets; and Norman V. Wechsler.

PUBLIC COMMENT

Elizabeth Heidhues, Library for the Blind advisory committee president, expressed concern regarding talking signs and President Herlihy requested that the issue be placed on the next agenda of the Building and Facilities Committee.

Timothy Gillespie, Public Access Project, asked for clarification of the public speaking policy, and President Herlihy explained the policy adopted by the Commission.

Mr. Gillespie expressed concern that access to Library services will be denied during the months of January through April 1996 that the public had not been given adequate opportunity to express their concerns. In response to Mr. Gillespie's insistence that he be allowed to speak for three minutes on each item on the agenda, President Herlihy recessed the meeting for five minutes. The chair declined to recognize Mr. Gillespie for another three-minute comment.

Following the recess, Bill Hale, library patron, reported that he had made an information request to determine the training status of reference/resource staff at the branches during closure of the Main. He objected to the public having no access to the holdings of the Main throughout the closure.

James Chaffee, library patron, spoke about the evolution of the public comment policy of the Commission regarding action and non-action items and stated that it has been enforced differently on different occasions.

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APPROVAL OF MINUTES OF COMMISSION MEETINGS OF OCTOBER 16, 1995; OCTOBER 19, 1995; AND NOVEMBER 7, 1995

Commissioner Crommie corrected the November 7, 1995, minutes regarding Library Express. She explained that she questioned Library Express providing free service to public schools. She stated that service to schools should be funded as a basic service, not out of Library Express which was designed as a revenue-producing enterprise.

Commissioner Wechsler spoke regarding activists speaking in the best interests of the Library and suggested a meeting with the activists.

MOTION: Commissioner Jebe moved approval of the minutes of commission meetings of October 16, 1995; October 19, 1995; and November 7, 1995, as amended.

Mr. Gillespie commended Commissioner Wechsler for his comments about public comment policy. President Herlihy requested that comments be directed to the action item.

Mr. Hale claimed that sections of the Collection Development Plan are missing in Business/Science/Documents.

ACTION: Unanimously approved

ADOPTION OF RESOLUTION #2043

MOTION: Commissioner Crommie moved the adoption of Resolution #2043: Approval of temporary, exempt and non-Civil Service appointments and separations for month of November 1995

ACTION: Unanimously approved

PRESIDENT'S REPORT
Commissioner James P. Herlihy

A. Catherine Bremer, Presidio branch manager, welcomed meeting attendees and gave a history of the branch. She described the collection and services and invited participants to visit both floors of the building. Ms. Bremer expressed gratitude to the community supporters of the branch. In answer to President Herlihy's questions, Ms. Bremer estimated current circulation at 44,000 and that the branch's goal is to raise circulation to 100,000.

Martin Magid, Library for the Blind and Print Handicapped manager, outlined the services at the Library for the Blind.

B. President Herlihy, in compliance with the bylaws, polled the commissioners regarding their interest in running for commission office. The following members expressed interest in running for office: President Herlihy, Commissioner Crommie, and Vice President Jebe.

MOTION: President Herlihy moved to appoint a Nominating Committee consisting of Commissioners Streets, Gee and Wechsler.

ACTION: Unanimously approved

In response to Commissioner Jebe's request that meeting attendees make a show of hands if this Commission meeting was their first, two people responded.

James Cheng, Department of Public Works, presented his monthly report on the status of the New Main Library. The electrical, carpet laying and paving contractors are working double shift to finish by the end of the year, and the testing program is ongoing. President Herlihy encouraged all commissioners to schedule a visit to the New Main before the end of the year. Mr. Cheng reassured Commissioner Wechsler that the Library will be open on April 16, 1996, and that the project is within budget even with the double shifts. In response to Commissioner Street's concern, Mr. Cheng stated that liens process does not apply in public works projects. In answer to Commissioner Wechsler's question about timely opening of the New Main, Mr. Dowlin said the library will open on time.

President Herlihy disallowed comment by Mr. Chaffee, when Mr. Chaffee attempted to comment during the construction reports.

James Chia, Department of Public Works, reported on the Chinatown branch library renovation project. He estimated that the project is approximately 85% complete and stated that the completion date remains March 1, and will be finished within budget. In answer to President Herlihy's question, Mr. Dowlin anticipated move-in date in early May 1996.

Mr. Gillespie noted that the reports of the Department of Public Works were not included on the agenda and that comment should not be excluded at this time. President Herlihy allowed public comment on the reports, even though they were only informational items.

Mr. Chaffee stated that what he had wanted to know was why the items were not on the agenda and to remind the commissioners that they cannot hear or discuss anything that is not on the agenda.

Commissioner Jebe pointed out that the Building and Facilities Committee meeting was canceled, and that the Department of Public Works reports were usually included in that agenda item.

CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. In response to Mr.Chaffee, President Herlihy explained that public comment would not be heard following the Library Express report.

Roberto Esteves, Assistant Chief of the Main, presented the monthly report on Library Express. Eighty-one questions were referred to the library standard reference operation and 16 through other libraries. Sixty-eight questions were handled by the Library Express operation. In answer to Commissioner Wechsler's request for clarification on revenues, Mr. Esteves reported that revenue continues to increase and that $3,411 were collected in November. Projections for the first year were $3,667 per month in the fourth month of operation. In response to President Herlihy's request for further elaboration, Mr. Esteves reported revenues to date of $8,883, with projections being $14,668. Mr. Esteves expected to make up the difference in the next two months. President Herlihy requested that month-by-month statistics be made available at the end of the six-month pilot program when the Commission will vote whether to approve Library Express as a permanent program.

B. Mr. Dowlin presented a memo from Nancy Musser, Chief of Technical Services, on expenditure of the 1994-95 materials budget. He reported that accelerated ordering began in August. Commissioner Wechsler reiterated his request for a breakdown of the materials budget and what portion of the $4.5 million was spent on books. Mr. Dowlin assured him that computers are not purchased from the book or materials budget. President Herlihy requested that a detailed breakdown of how the $4.5 million was spent be provided prior to the next Commission meeting. Mr. Dowlin explained that the Controller's office cannot currently report expenditures by category of purchase, but that the online system being implemented will permit reports to be compiled using subobject categories. In response to Commissioner Wechsler, Ms. Musser estimated the average cost of a book at $20.00.

David Price, Special Assistant to the City Librarian, agreed to provide additional information regarding the materials budget at the next meeting.

C. Mr. Dowlin reported that the Board of Supervisors unanimously adopted, without debate, the City leasing corporation's proposal, including the Library's supplemental request resolution. In response to Commissioner Crommie's question regarding the amount to be paid, Mr. Dowlin informed that the terms and interest are being

negotiated. Commissioner Streets recalled that financing was included in the entire package with an estimated interest rate of under 5%.

In response to Commissioner Streets' question regarding financing for the Three-Year Technology Plan, David Price, explained the payment schedule.

FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

A. David Price reported that the Library is in discussion with the Office of the Tax Collector on plans and procedures for collecting outstanding fines. Commissioner Wechsler expressed concern that fine money is returned to the City's General Fund.

B. Mr. Price updated the Commission on the Library's plans for managing revenues earned from the cafe and gift shop slated for the New Main. In the MOU being negotiated with the Friends of the Library, it is anticipated that Friends will administer and manage the gift shop. There are three possibilities with regard to operating the cafe: (1) working with the Foundation, (2) contracting for services, or (3) including it as a part of the Library's operation, although in the last case, it would have to go through the budget process.

In response to Commissioner Wechsler's question, Mr. Dowlin reported that in order not to risk tax-exempt status of bonds, the City Attorney is conferring with bond counsel. President Herlihy referred the issue to the next Finance Committee meeting. In response to a request from President Herlihy, Mr. Price delineated the library's financial commitment to automation in the Three-Year Technology Plan.

BUILDING AND FACILITIES COMMITTEE REPORT
Commission Vice President Walter G. Jebe, Sr., Chair

The two regular monthly Department of Public Works reports were included in the President's report.

PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

MOTION: Commissioner Crommie moved to adopt the Civil Service Commission policy regarding employment of people with disabilities.

ACTION: Unanimously approved

MOTION: Commissioner Crommie moved to amend the commission bylaws to include the schedule of meetings and locations for 1996.

In answer to Commissioner Wechsler's concern about cost of meeting at the branches, Commissioner Crommie recalled that the cost for the year had been estimated by President Herlihy at $2,000.

ACTION: Unanimously approved

MOTION: Commissioner Crommie moved to hold commission committee meetings from January through April 1996 in the Fire Commission Room at 260 Golden Gate, and in the New Main Library beginning in May 1996.

ACTION: Unanimously approved

Commissioner Crommie reported that staff requested more time to discuss the meeting room policy with the City Attorney, and she continued the item until the next meeting.

Melissa Riley, librarian, suggested that the meeting room policy use the term library-related activities rather than library-affiliated groups, and include groups critical but supportive of the library. She suggested that meeting rooms be available without charge for eligible activities.

Commissioner Jebe asked for clarification regarding an author possibly selling books at a book signing in the library. In response to Commissioner Wechsler's question, Mr. Dowlin reported that the City Attorney has held that if we make a meeting room available to any group, it must be made available to all groups, commercial or otherwise.

Mr. Hale suggested that advertising be reviewed by the library administration, that organizations be prohibited from using the Main Library's address as their official address, and that a meeting room schedule book be maintained at each branch and the Main Library.

LIBRARIANS' GUILD

Melissa Riley expressed the Guild's concern that no database charges are included in the Library Express report. President Herlihy asked Mr. Esteves to report on this matter at a future meeting.

NEW BUSINESS

Mr. Hale asked for a survey of training for reference librarians at branches during closure of the Main Library. He questioned figures in last month's report and stated that the Collection Development Plan is incomplete at the branches.

President Herlihy took issue with Mr. Hale's use of the word misrepresentation and Mr. Dowlin objected to the assertion that branch librarians are untrained.

Mr. Gillespie suggested that the Commission consider having a security officer at all meetings.

QUARTERLY EVALUATION OF CITY LIBRARIAN'S PERFORMANCE

At 7:36 PM, President Herlihy announced that the Library Commission would be meeting in closed session, pursuant to Government Code section 54957, to continue the quarterly evaluation of the City Librarian's performance. Commissioner Streets departed at 8:10 PM. Commissioner Crommie departed at 8:35 PM.

At 8:35 PM, President Herlihy reconvened the public portion of the meeting and cited section 67.14(a) of the City's Sunshine Ordinance which requires the Library Commission to vote whether to disclose to the public any portion of its closed session discussion.

MOTION: Commissioner Jebe moved to disclose no portion of the closed session discussion.

Mr. Gillespie objected that the meeting was inappropriately adjourned while he was speaking and that the closed session took place after the meeting was adjourned which made the closed session not viable and actionable.

ACTION: Unanimously approved

ADJOURNMENT

On Commissioner Jebe's motion, President Herlihy adjourned the December 5, 1995, special meeting of the San Francisco Public Library Commission at 8:37 PM.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

12/27/95:MWC